

Mendocino County



*Occupational Outlook Report
1998 - 2000*

OCCUPATIONAL OUTLOOK

MENDOCINO COUNTY

1998 - 2000

*A PRODUCT OF
THE CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM*

Sponsored by:

THE MENDOCINO PRIVATE INDUSTRY COUNCIL INC.,
*State of California Employment Development Department,
California Occupational Information Coordinating Committee*

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THE EMPLOYERS

We wish to express sincere appreciation to all employers who participated in this community project.

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COVER GRAPHIC

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INTRODUCTION

The following Occupational Outlook Report presents the findings of the eleventh annual local Labor Market Information (LMI) study by the Mendocino Private Industry Council, Inc (MPIC). Included in this report are the profiles for 1998-2000. In December 1989, MPIC entered into a partnership with the California Employment Development Department, Labor Market Information Division (LMID), to study and present a current, short-term outlook of the labor market in Mendocino County. Questions regarding this report should be directed to the Mendocino Private Industry Council, Inc. at 468-1196.

The California Cooperative Occupational Information System (CCOIS) began as a pilot program in 1987 and is now implemented throughout California. The Occupational Outlook Reports produced under CCOIS offer up-to-date information. In this report 19 occupations are profiled for this year (2000) and 40 occupations are included from 1998 and 1999. This year's information was collected from July 15, 2000, through October 15, 2000. Information in the Occupation Profiles portion of this report applies specifically to Mendocino County. The occupations presented were selected for study by local users of occupational information. Not all occupations included are suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. Omission of an occupation from this report does not imply that training for that occupation is not appropriate at this time.

PROGRAM GOALS

The CCOIS partnership goal is to improve the match between local employers' labor market needs, and the skills and qualifications of job seekers. This is accomplished by providing a variety of current, local information on existing jobs, based on surveys of local employers. The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning.

POTENTIAL USES FOR THIS INFORMATION

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

- ◆ Career Decisions: Career counselors and job seekers can make informed occupational choices based on skills, abilities, interest, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, and labor demand.
- ◆ Program Planning: This report provides local planners and administrators with employment and training data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.
- ◆ Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
- ◆ Economic: Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.
- ◆ Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.
- ◆ Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

INTERPRETATION OF OCCUPATIONAL PROFILES

Each occupational profile follows a similar format, providing the information described below. The information for each category of the profiles is based on local employer surveys.

TITLE AND JOB DESCRIPTION

The title and definition for each occupation is based on the Occupational Employment Statistics (OES) Dictionary, published by the Bureau of Labor Statistics in May, 1992.

KEY TERMS

- ◆ The terms “All, Almost all, Most, Many, Some and Few” are used in several categories . The following definitions will apply to these terms:

All employers	100% of the survey respondents;
Almost all employers	80% up to but not including 100% of the survey respondents;
Most employers	60% up to but not including 80% of the survey respondents;
Many employers	40% up to but not including 60% of the survey respondents;
Some employers	20% up to but not including 40% of the survey respondents;
Few employers	Less than 20% of the survey respondents

- ◆ The following terms are used to indicate the relative employment size of each occupation in Mendocino County.

Small	41 or less
Medium	Between 42 and 83
Large	Between 84 and 180
Very Large	Over 181

- ◆ Unless otherwise noted, the expected annual growth rate of each occupation is projected to five years into the future. However, it is important not to over emphasize this growth factor. The growth rates are based on data from the Mendocino County Projections of Employment 1995 - 2002 for the 2000, 1999 and 1998 profiles, available from the Employment Development Department. The terms used to describe the expected growth rate for each occupation are defined as follows:

1998, 1999 & 2000 Profiles - 21.2% Average	
Much faster than average	31% or more
Faster than average	23% to 30%
Average	19% to 22%
Slower than average	18% or less
No significant change or remain stable	
Decline	

WAGES and BENEFITS

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. This information serves as a guide for comparing potential earnings from one occupation to another. This data is not intended to represent official prevailing wages. The minimum wage for 2000 was \$5.75.

Wage data was generally collected between May and November of each year, and reflects the following definitions:

New to firm, no experience	Wage paid to persons trained but with no paid experience in the occupation.
New to firm, experienced	Wage paid to journey-level or experienced persons just starting at the firm.
Three years with the firm, experienced	Wage generally paid to persons with three years of journey-level experience at the firm

The benefits offered by local employers (in terms of percentage of frequency) to full and part-time workers is presented. It is important to keep in mind that some employers may require a waiting or probationary period before some or all benefits go into effect. Also, the cost share between employee and employer, as well as degree of insurance coverage, may vary by employer and is not covered in the 1998 reports but is covered in the 1999 and 2000 reports. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

EMPLOYMENT TRENDS and SIZE

The local size and estimated projected growth for each occupation surveyed is data obtained from the Employment Development Department publication "Projections and Planning Information for Mendocino County."

SUPPLY and DEMAND ASSESSMENT

The assessment by employers of rate of growth, stability or decline in employment over the last twelve months and projected into the next two years. Also included in this section is information on labor supply and demand for each occupation based on the degree of difficulty employers have in finding qualified applicants. The following terms are used to classify occupational supply and demand in Mendocino County:

Very difficult	Demand is considerably greater than supply of qualified applicants. Employers often can not find qualified applicants when an opening exists.
Moderately difficult	Demand is moderately greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
Not difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

VACANCIES

Vacancies that occurred in this occupation and were filled within the last 12 months.

EXPERIENCE , TRAINING and EDUCATION

The percentage of employers that require either work experience or will except training as a substitute for experience, and the education level of employees hired over the last twelve months. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

QUALIFICATIONS / SKILLS

Skills and qualifications identified as "very important" to most of the responding employers for job performance are listed in this section. Also listed are computer skills preferred and projected new skills.

RECRUITMENT

The most commonly used recruitment strategies used to recruit employees, as reported by employers.

OTHER INFORMATION

EMPLOYMENT TYPE / HOURS

The percentage of positions that are full-time, part-time, temporary and seasonal.

GENDER

Employee Profile

WHERE THE JOBS ARE

Major employing industries

RESEARCH METHODOLOGY

OCCUPATIONAL SELECTION

The following process was used to select the occupations to be included in this study. Initial criteria were identified by the Mendocino Private Industry Council staff to narrow down the list of occupations to be studied. The criteria were:

- That the occupation must be defined by the OES classification system;
- That the occupation must require training for entry;
- That the occupation typically require two years or less of training;
- That the potential salary level was \$5.75 per hour or more;
- That there be a substantial number of projected job openings in the county, or a need has been established for information on a changing industry;
- That the occupation have a substantial employment base in the county .

For the last two criteria occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Mendocino County. Using these tables, occupations that showed a strong projected growth rate and/or large occupations that were expected to have a sizable number of replacement needs were selected. Some of the selected occupations did not meet all the criteria, but were selected based on community interest.

EDD/LMID reviewed and approved the final list of occupations for study, and verified the correct definition for each occupation.

DEFINITION OF OCCUPATION

The definition of each occupation is found in the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. The OES occupation definitions define the activities and functions of the worker and are sufficiently broad to capture a wide range of specialties within an occupation, but clear enough for use in research. The OES definitions are used by LMID to produce projections for employment (occupational estimates of size, growth, and separations.)

SURVEY SAMPLE DESIGN

After the survey occupations were selected, LMID then drew a sample of up to 40 local employers, comprised of a cross section of various sized firms, and representative of all major employing industries for each occupation. The MPIC staff edited the employer sample, adding and deleting firms as needed, while maintaining representation. Prior to commencing the survey process the edited sample was approved by EDD/LMID. During the survey process, the MPIC staff found that further edits were necessary since some employers did not use the occupation(s) being surveyed.

QUESTIONNAIRE DEVELOPMENT

A standard, two page, employer questionnaire was developed by EDD/LMID. A third skills page was developed by MPIC to meet local needs. (See sample questionnaire page 129.)

SURVEY PROCEDURES

The survey process began in April and continued through November 2000. Over 600 employers were contacted for this effort. A survey was sent to the appropriate contact person within the firm. Follow-up telephone calls were made to employers who failed to respond to the mailed survey by the established deadline to encourage their participation in the study. In many cases, a second copy of the survey was faxed to the contact person.

All completed surveys were reviewed and checked for completeness and consistency. Follow-up calls were made to complete and/or clarify responses.

Completed surveys deemed useable for the study were then coded for data entry. MPIC's required response goal was 15 useable responses for each occupation. This goal was met or exceeded for all but a few occupations, where the pool of employers was small, or the needed responses were difficult to obtain. Required response goals also included a minimum of three useable surveys from the major industries employing the occupation (where appropriate) to ensure adequate representation.

TABULATIONS AND SUMMARY

The survey responses were entered into a data base and tabulations were generated on computer software provided by EDD/LMID, with the exception of skills data. From those tabulations the data were analyzed by MPIC staff and draft occupational profiles were prepared. The draft profiles and other report materials were then reviewed by EDD/LMID analysts. Once the review and edit process was completed, the report was finalized and produced.

Accountants and Auditors

Job Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data. OES 211140

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: 18.2%
- ♦ Growth: Slower than average

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$6.50	\$8.50	\$13.43
New Hires with Experience	\$6.00	\$10.11	\$18.60
3 Years + Experience with Firm	\$8.50	\$13.50	\$22.60

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is somewhat difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is somewhat difficult to find inexperienced applicants.

Benefits offered by responding firms were as follows:

	Full Time	Part Time
♦ Medical Insurance	87%	13%
♦ Dental Insurance	47%	7%
♦ Vision Insurance	40%	7%
♦ Life Insurance	47%	0%
♦ Paid Sick Leave	60%	13%
♦ Paid Vacation	87%	13%
♦ Retirement Plan	40%	7%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (9 Vacancies)

♦ Promotions	22%
♦ Employees Leaving	67%
♦ New Positions	11%
♦ Temporary Positions	0%

Accountants and Auditors

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	81%	13%	6%	0%
Training as substitute for experience	0%	6%	63%	31%

Firms requiring experience prefer an average of one to three years experience in this occupation. Some firms will accept one to three years bookkeeping experience.

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
Ability to write legibly and effectively
Oral communication skills

Physical Abilities:

Ability to sit continuously for 2 or more hours

Technical:

Business math skills
Ability to plan and organize the work of others
Investigative research skills
Government accounting skills
Cost accounting skills and budget analysis skills
Ability to use accounting software
Knowledge of computerized accounting systems
Problem solving skills and analytical skills

Other Qualifications:

Ability to read and comprehend information quickly
Willingness to work with close supervision
Willingness to work nights, weekends, and holidays
Ability to pay attention to detail
Ability to work independently
Ability to work under pressure
Ability to work as part of a team

Computer Skills

Accounting, General Ledger, Spreadsheet, Word Processing, Data Base, Desktop Publishing

Projected New Skills

Updating computer skills
Keeping up with new laws
Accounting software knowledge

Education

Education of recent hires.

♦ High school or equivalent	11%
♦ Some college but no degree	45%
♦ Associate degree (2 years)	33%
♦ Bachelor degree (4 years)	11%

Recruitment

Recruitment methods include the following

♦ Employee's Referral	31%
♦ Newspaper Advertisement	88%
♦ Private Employment Agencies	25%
♦ Hire Unsolicited Applicants	13%
♦ In-house Promotion or Transfer	38%
♦ Public school or Program referrals	13%
♦ EDD	31%
♦ Trade Ads, Personnel Flyers	25%

Other Information

Employment Type/Hours:

Full Time	88%	Temp/On Call	6%
Part Time	3%	Seasonal	3%

Gender make up of reported positions are as follows:

♦ Male	19%
♦ Female	81%

Animal Caretakers - Except Farm

Job Description

Animal Caretakers feed, water, groom, exercise, or otherwise care for small or large animals, fish, or birds in zoos, circuses, pounds, laboratories, animal hospitals, aquariums, kennels, or stables. They clean and repair cages, pens, or fish tanks. They administer tests to experimental animals or give treatments to sick or injured animals, and keep records of feedings, tests, and treatments and of animals received and discharged. OES 790170

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Small
- ◆ Projected Job Growth Rate: 33.3%
- ◆ Growth: Much faster than average

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$5.75	\$5.75
New Hires with Experience	\$5.75	\$6.38	\$7.00
3 Years + Experience with Firm	\$6.00	\$10.00	\$13.00

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	25%			8%		
Dental Ins	8%					
Vision Ins						
Life Ins						
Sick Leave	17%	25%				
Vacation	42%	33%				
Retirement	8%		8%	8%		
Child Care						8%
Other				8%		

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 0%
- ◆ Employees Leaving 78%
- ◆ New Positions 0%
- ◆ Temporary Positions 22%

Animal Caretakers - Except Farm

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	0%	67%	33%
Training as substitute for experience	88%	0%	12%

Firms requiring experience prefer an average of ten months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Able to lift at least 50 pounds

Able to perform strenuous, physically demanding work

Able to use abdominal/lower back muscles repeatedly

Able to stand continuously for 2 or more hours

Flexibility:

Willingness to work weekends, part-time, and on-call

Other Skills & Qualifications:

Good English grammar & spelling skills

Legible handwriting

Reading & comprehension skills, listening skills

Verbal communication & speaking skills

Basic math skills

Ability to work effectively in teamwork environment

Ability to work well independently

Be able to learn continually

Work effectively under pressure

Perform routine, repetitive work

Work in continually changing environment

Have clean and neat appearance

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Animal Handling/Grooming

Customer Service

Management

Education

Education of recent hires.

- ♦ Less than high school 42%
- ♦ High school or equivalent 58%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisement
- ♦ Word-of-Mouth

Other Information

Employment Type/Hours:

Full Time	41%	Temp/On Call	0%
Part Time	59%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 15%
- ♦ Female 85%

Where The Jobs Are

Veterinary Services, Specialties

Animal Specialty Services

Membership Organizations

Local Government

Automotive Body and Related Repairers

Job Description

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

OES 853050

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$7.00	\$10.00
New Hires with Experience	\$6.44	\$10.00	\$25.00
3 Yrs + Experience with Firm	\$10.00	\$18.00	\$26.00

Additional Compensation: A few employers offered commissions.

Benefits

Who Pays:	Employer		Share Cost	
BENEFITS	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%		31%	
Dental Insurance	8%		15%	
Vision Insurance			8%	
Life Insurance	15%		8%	
Paid Sick Leave	23%	8%		
Paid Vacation	77%	15%		
Retirement	15%		15%	8%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Small
- ♦ Projected Job Growth Rate: 23.5%
- ♦ Growth: Faster than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	23%	46%
Inexperienced	0%	8%	15%	8%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 8%
- ♦ Employees Leaving 62%
- ♦ New Positions 23%
- ♦ Temporary Positions 8%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 38%
- ♦ High school or equivalent 62%

Automotive Body and Related Repairers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills
Able to learn continually

Physical Abilities:

Ability to lift 10-50 pounds
Possess excellent vision

Technical:

Good at math and measuring

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Possess good DMV driving record

Projected New Skills

I-Car Certification
Computer skills
Attention to details

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Walk-In Applicants	54%
♦ Word of Mouth	54%
♦ Newspaper Ads	38%
♦ Employee Referrals	31%
♦ School, Program Referrals	15%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	69%	31%	0%
Training as substitute for experience	54%	0%	46%

Length of Experience:

Firms requiring experience prefer an average of 25 months experience in this occupation.

Experience in other occupations:

Most firms will accept 12 months experience in a related field such as Automotive occupation, Painters Helper.

Other Information

Where the Jobs Are:

Automotive Repair Shops

Employment Type/Hours:

Gender make up of reported positions are as follows:

Full Time	94%	Temp/On Call	2%
Part Time	4%	Seasonal	0%

♦ Male	96%
♦ Female	4%

Bakers - Bread and Pastry

Job Description

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods. OES 650210

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$7.00	\$8.00
New Hires with Experience	\$5.75	\$7.00	\$9.50
3 Yrs + Experience with Firm	\$8.00	\$10.00	\$12.00

Additional Compensation: A few employers offer a yearly bonus or incentive pay.

Benefits

Who Pays:	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
BENEFITS				
Medical Insurance	20%	7%	13%	7%
Dental Insurance	20%	7%	13%	
Vision Insurance	13%	7%	7%	
Life Insurance	13%	7%		
Paid Sick Leave	27%	7%		
Paid Vacation	40%	13%		
Retirement	13%	7%	13%	7%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 23.1%
- ♦ Growth: Faster than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	13%	7%	7%
Inexperienced	0%	20%	13%	40%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 11%
- ♦ Employees Leaving 78%
- ♦ New Positions 11%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 47%
- ♦ High school or equivalent 53%

Bakers - Bread and Pastry

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Basic math skills
Verbal communication and speaking skills
Reading and comprehension skills

Physical Abilities:

Ability to lift 10-50 pounds
Able to perform strenuous, physically demanding work
Able to stand continuously for 2 or more hours

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Ability to perform routine, repetitive work
Willingness to work nights, weekends, and part time
Have a clean and neat appearance

Projected New Skills

Mathematical skills for measuring
Organization and Planning
Ordering supplies

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Walk-In Applicants	60%
♦ Newspaper Advertisement	40%
♦ Employee Referrals	40%
♦ In-House Promotion or Transfer	27%
♦ School, Program Referrals	20%
♦ Employment Development Department	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	27%	27%	47%
Training as substitute for experience	88%	0%	12%

Length of Experience:

Firms requiring experience prefer an average of 25 months experience in this occupation.

Experience in other occupations:

Some firms will accept 12 months experience in a related field such as Chef, Cook or training at a Culinary School.

Other Information

Where the Jobs Are:

Grocery Stores
Retail Bakeries
Inns, hotels, motels, etc.
Restaurants

Employment Type/Hours:

Full Time	58%	Temp/On Call	0%
Part Time	40%	Seasonal	2%

Gender make up of reported positions are as follows:

♦ Male	53%
♦ Female	47%

Bartenders

Job Description

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.
OES 650050

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.50	\$7.00
New Hires with Experience	\$5.75	\$7.00	\$8.00
3 Yrs + Experience with Firm	\$7.00	\$7.50	\$11.00

Additional Compensation: Tips can be a significant part of earnings. Bartenders in busy, expensive establishments earn the most. Some areas are effected by seasonal tourism.

Benefits

Who Pays:	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
BENEFITS				
Medical Insurance			40%	7%
Dental Insurance			13%	
Vision Insurance				
Life Insurance			13%	
Paid Sick Leave	13%	13%		
Paid Vacation	60%	40%		
Retirement			13%	20%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: -0.7%
- ♦ Growth: Slow Decline

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	7%	27%	7%
Inexperienced	7%	20%	13%	20%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 4%
- ♦ Employees Leaving 91%
- ♦ New Positions 0%
- ♦ Temporary Positions 4%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 40%
- ♦ High school or equivalent 60%

Bartenders

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills
Verbal communication and speaking skills
Basic math skills
Dependable

Physical Abilities:

Possess excellent hearing
Lift at least 10 lbs
Able to stand continuously for 2 or more hours
Good memory skills

Technical:

Cash handling skills
Ability to operate a cash register

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Able to work under pressure
Ability to deal effectively with difficult individuals
Clean and neat appearance

Projected New Skills

Obtain beer/wine knowledge
Learn drink recipes
Knowledge of laws of alcohol service

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Employee Referrals	67%
♦ In-House Promotion or Transfer	60%
♦ Walk-In Applicants	47%
♦ Newspaper Ads	40%
♦ Employment Development Department	33%
♦ Private Employment Agencies	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	47%	13%
Training as substitute for experience	38%	0%	62%

Length of Experience:

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations:

Most firms will accept 12 months experience in a related field such as Restaurants, Hospitality.

Other Information

Where the Jobs Are:

Eating and Drinking Places
Hotels, Motels, Inns

Employment Type/Hours:

Full Time	45%	Temp/On Call	6%
Part Time	49%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	35%
♦ Female	65%

Billing, Cost and Rate Clerks

Job Description

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing cost and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting and calculating machines. Also, does not include those who calculate charges for passenger transportation. OES 553440

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 12.5%
- ◆ Growth: Slower than average

Wages and Benefits

Non Union	Low	Median	High
New Hires No Experience	\$7.50	\$8.50	\$10.55
New Hires w/ Experience	\$8.00	\$10.00	\$12.00
3Years+Experience w/ Firm	\$9.50	\$11.67	\$14.38
Union	Low	Median	High
New Hires No Experience	\$7.57	\$7.57	\$7.57
New Hires w/ Experience	\$7.57	\$8.00	\$10.23
3Years+Experience w/ Firm	\$9.20	\$11.02	\$12.00

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (20 Vacancies)

- ◆ Promotions 5%
- ◆ Employees Leaving 75%
- ◆ New Positions 5%
- ◆ Temporary Positions 15%

Responding firms reported	Employer Pays		Share Cost		Employee	
	FT	PT	FT	PT	FT	PT
Medical Ins	87%	13%	13%	7%		
Dental Ins	73%	7%	7%	7%		
Vision Ins	47%	7%			7%	
Life Ins	73%	7%		7%		
Sick Leave	80%	13%	7%	7%		
Vacation	93%	13%	7%	7%		
Retirement	60%	7%	27%	7%		
Child Care						
Profit Sharing	7%					

Billing, Cost and Rate Clerks

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	33%	60%	7%
Training as substitute for experience	50%	0%	50%

Firms requiring experience prefer an average of fourteen months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Ability to sit continuously for 2 or more hours
Pass drug screening exam
Pass pre-employment medical exam.

Flexibility:

Willingness to participate in drug testing
Willingness to work occasional overtime.

Other Skills & Qualifications:

Good English grammar & spelling skills
Legible handwriting, reading & comprehension skills
Listening skills
Verbal communication & speaking skills
Basic math skills
Ability to work effectively in teamwork environment
Ability to work well independently
Ability to learn continually
Ability to work effectively under pressure
Perform routine, repetitive work
Have clean and neat appearance.

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Organization
People skills

Education

Education of recent hires.

- ♦ High school or equivalent 100%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisements
- ♦ Employment Development Department

Other Information

Employment Type/Hours:

Full Time	86%	Temp/On Call	0%
Part Time	14%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 11%
- ♦ Female 89%

Where the jobs are:

Offices & Clinics of Medical Doctor
General Medical and Surgical Hospital
Offices & Clinics of Dentists

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Job Description

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.
OES 553380

Wages and Benefits

Non Union

	Low	Median	High
New Hires with No Experience:	\$ 7.00	\$8.00	\$11.00
New Hires with Experience:	8.00	10.00	12.00
3 Years + Experience with Firm:	11.00	12.00	14.00

Union

	Low	Median	High
New Hires with Experience:	\$ 9.90	\$11.39	\$12.62
3 Years + Experience with Firm:	11.84	13.19	15.37

*Unions did not hire without Experience

Other Compensation: A few Non-Union employers gave a yearly bonus.

Benefits

Who Pays:	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
BENEFITS				
Medical Insurance	40%		40%	27%
Dental Insurance	27%		20%	20%
Vision Insurance	27%		20%	20%
Life Insurance	27%		13%	7%
Paid Sick Leave	47%	27%		
Paid Vacation	73%	27%	7%	
Retirement	20%		33%	20%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 1.8%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. All expect employment to remain stable over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	13%	40%	33%	7%
Inexperienced	0%	0%	7%	7%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 25%
- ♦ Employees Leaving 63%
- ♦ New Positions 13%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ High school or equivalent 67%
- ♦ Associate Degree 27%
- ♦ Bachelor Degree 7%

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

English grammar and spelling skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills
Basic math skills

Physical Abilities:

Ability to sit continuously for 2 or more hours

Technical:

Accounting skills
Ability to use spreadsheet software
Ability to use word processing software

Other Qualifications:

Dependable
Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Ability to pay attention to detail

Projected New Skills

10 Key by Touch
Problem Solving
Organizational skills

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Newspaper Ads	73%
♦ Employee Referrals	40%
♦ Employment Development Department	27%
♦ Walk-In Applicants	20%
♦ In-House Promotion or Transfer	20%
♦ Friend Referrals	20%
♦ Internet	13%
♦ Private Employment Agencies	7%
♦ Trade Journals	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	87%	13%	0%
Training as substitute for experience	53%	0%	47%

Length of Experience:

Firms requiring experience prefer an average of 17 months experience in this occupation.

Experience in other occupations:

Most firms will accept 11 months experience in a related field such as Clerical, Accounting, Computers.

Other Information

Where the Jobs Are:

A wide variety of businesses, non profit organizations and government agencies.

Employment Type/Hours:

Full Time	82%	Temp/On Call	0%
Part Time	18%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	5%
♦ Female	95%

Bus & Truck Mechanics, Diesel Engine Specialists

Job Description

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines. OES 853110

Wages and Benefits

Non Union	Low	Median	High
New Hires No Experience	\$7.50	\$10.88	\$14.00
New Hires w/ Experience	\$8.50	\$12.50	\$25.00
3Years+Experience w/ Firm	\$12.00	\$15.00	\$25.00
Union	Low	Median	High
New Hires No Experience	\$10.31	\$10.75	\$12.34
New Hires w/ Experience	\$10.75	\$12.81	\$14.00
3Years+Experience w/ Firm	\$11.25	\$14.93	\$16.00

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	50%		31%	6%		
Dental Ins	50%		19%	6%	6%	
Vision Ins	50%		19%	6%	6%	
Life Ins	44%		13%		6%	
Sick Leave	63%		6%	6%		
Vacation	81%		6%	6%		
Retirement	25%		44%	6%	6%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 20.0%
- ♦ Growth: Average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (13 Vacancies)

- ♦ Promotions 0%
- ♦ Employees Leaving 62%
- ♦ New Positions 38%
- ♦ Temporary Positions 0%

Bus & Truck Mechanics, Diesel Engine Specialists

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	63%	38%	0%
Training as substitute for experience	50%	0%	50%

Firms requiring experience prefer an average of thirty one months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Ability to lift at least 50 pounds
Ability to perform strenuous, physically demanding work
Ability to stand continuously for 2 or more hours
Possess excellent hearing and vision
Pass drug screening exam
Pass pre-employment medical exam.

Flexibility:

Willingness to work occasional periods of overtime
Willingness to participate in drug testing

Other Skills & Qualifications:

Verbal communication & speaking, basic math
Ability to work effectively in teamwork environment
Ability to work well independently
Ability work effectively under pressure
Ability to perform routine, repetitive work
Possess good DMV driving record
Good English grammar and spelling skills
Listening skills, ability to learn continually
Reading and comprehension skills
Ability to learn in continually changing environment.

Computer Skills

Word processing, Spreadsheet

Projected New Skills

People skills
Engine upgrading
Welding, electrical
Computer analysis, diagnosis

Education

Education of recent hires.

- ♦ Less than high school 12%
- ♦ High school or equivalent 88%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisement
- ♦ Employee Referrals

Other Information

Employment Type/Hours:

Full Time	98%	Temp/On Call	0%
Part Time	2%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 100%
- ♦ Female 0%

Where the Jobs Are

Local Trucking, Without Storage
Logging
Elementary & Secondary Schools
Local Government

Butchers & Meat Cutters

Job Description

Butchers and Meat Cutters cut, trim, and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. Does not include butchers working in slaughtering.
OES 650230

Wages and Benefits

Non Union	Low	Median	High
New Hires No Experience	\$5.75	\$6.50	\$9.00
New Hires w/ Experience	\$7.00	\$9.63	\$11.00
3Years+Experience w/ Firm	\$10.00	\$12.50	\$16.98
Union	Low	Median	High
New Hires No Experience	\$8.95	\$8.95	\$8.95
New Hires w/ Experience	\$8.95	\$17.00	\$17.32
3Years+Experience w/ Firm	\$17.00	\$17.32	\$17.32

Responding firms reported	Employer		Share Cost		Employee	
	FT	PT	FT	PT	FT	PT
Medical Ins	64%		27%			9%
Dental Ins	64%					9%
Vision Ins	55%		9%			9%
Life Ins	55%		9%			9%
Sick Leave	55%	9%				
Vacation	91%	9%				
Retirement	64%					
Child Care						
401K					9%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 0.0%
- ♦ Growth: Remain Stable

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. All expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (4

- ♦ Promotions 25%
- ♦ Employees Leaving 25%
- ♦ New Positions 50%
- ♦ Temporary Positions 0%

Butchers & Meat Cutters

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	36%	45%	18%
Training as substitute for experience	67%	0%	33%

Firms requiring experience prefer an average of twelve months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Ability to lift at least 50 pounds
 Ability to perform strenuous, physically demanding work,
 Ability to stand continuously for 2 or more hours
 Pass drug screening exam.

Flexibility:

Willingness to participate in drug testing
 Willingness to work occasional overtime
 Willingness to work nights, weekends, and part-time.

Other Skills & Qualifications:

Reading & comprehension skills
 Listening skills
 Verbal communication & speaking skills
 Ability to work effectively in teamwork environment
 Ability to work well independently
 Ability to learn continually
 Ability to work effectively under pressure
 Ability to perform routine, repetitive work
 Have clean and neat appearance.

Computer Skills

None Reported

Projected New Skills

Customer Service
 Sales

Education

Education of recent hires.

- ♦ Less than high school 45%
- ♦ High school or equivalent 55%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Employee Referrals
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours:

Full Time	80%	Temp/On Call	3%
Part Time	17%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 76%
- ♦ Female 24%

Where the Jobs Are

Grocery Stores

Carpenters

Job Description

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinet-makers and Bench Carpenters. OES 871020

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$7.50	\$8.00	\$10.00
New Hires with Experience	\$9.00	\$12.50	\$16.00
3 Yrs + Experience with Firm	\$15.00	\$19.18	\$25.00

Additional Compensation: A few employers offered an annual bonus.

Benefits

Who Pays:	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
BENEFITS				
Medical Insurance	27%			
Dental Insurance	7%			
Vision Insurance	7%			
Life Insurance	13%			
Paid Sick Leave				
Paid Vacation	33%			
Retirement	13%		27%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: 9.5%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Most employers reported growth in employment in this occupation during the last year. Many expect employment to remain stable or grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	0%	7%	40%
Inexperienced	7%	0%	20%	20%

Where Vacancies come from.

Vacancies that occurred in this occupation and were

- ♦ Promotions 4%
- ♦ Employees Leaving 29%
- ♦ New Positions 67%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 33%
- ♦ High school or equivalent 67%

Carpenters

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills
Able to learn continually
Listening skills
Verbal communication and speaking skills

Physical Abilities:

Ability to lift 10-50 pounds repeatedly
Able to perform strenuous, physically demanding work
Able to stand continuously for 2 or more hours

Technical:

Good at math and measuring
Computer literate

Other Qualifications:

Willingness to work in a team environment
Ability to work independently

Projected New Skills

Ability to read blueprints
Ability to provide own hand tools

Recruitment

Surveyed employers report the following methods for recruiting employees:

◆ Employee Referrals	64%
◆ Walk-In Applicants	50%
◆ In-House Promotion or Transfer	36%
◆ Word of Mouth	29%
◆ Employment Development Department	21%
◆ Newspaper Ads	14%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	53%	40%	7%
Training as substitute for experience	71%	0%	29%

Length of Experience:

Firms requiring experience prefer an average of 26 months experience in this occupation.

Experience in other occupations:

Most firms will accept 30 months experience in a related field such as Plumbing, Electrical, Sheetrock, Painting - any Construction Trade.

Other Information

Where the Jobs Are:

Residential Building Construction
Nonresidential Building Construction

Employment Type/Hours:

Full Time	98%	Temp/On Call	0%
Part Time	0%	Seasonal	2%

Gender make up of reported positions are as follows:

◆ Male	100%
◆ Female	0%

Cashiers

Job Description

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers. OES 490230

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 18.6%
- ◆ Growth: Average

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.50	\$7.50
New Hires with Experience	\$5.75	\$6.75	\$8.15
3 Yrs + Experience with Firm	\$6.00	\$8.00	\$9.00

Other Compensation: Cashiers at some Restaurants are given a share of the tips.

Benefits

Who Pays:	Employer		Share Cost	
BENEFITS	Full Time	Part Time	Full Time	Part Time
Medical Insurance	33%	13%	27%	13%
Dental Insurance	13%	13%	33%	7%
Vision Insurance	13%	13%	27%	7%
Life Insurance	27%	20%	13%	
Paid Sick Leave	47%	27%		
Paid Vacation	60%	40%		
Retirement	20%	13%	20%	20%

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	0%	0%
Inexperienced	20%	20%	47%	13%

Where Vacancies come from.

Vacancies that occurred in this occupation and were

- ◆ Promotions 17%
- ◆ Employees Leaving 58%
- ◆ New Positions 6%
- ◆ Temporary Positions 19%

Education

Surveyed employers report the following education levels of recent hires:

- ◆ Less than high school 53%
- ◆ High school or equivalent 47%

Cashiers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Verbal communication and speaking skills
Dependability

Physical Abilities:

Ability to lift 10 pounds
Able to stand continuously for 2 or more hours

Technical:

Cash handling skills

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Customer service skills
Clean and neat appearance
Ability to perform routine, repetitive work
Willingness to have a flexible work schedule

Projected New Skills

Computer skills

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Walk-In Applicants	87%
♦ Employee Referrals	67%
♦ Newspaper Ads	47%
♦ In-House Promotions or Transfer	40%
♦ Word of Mouth	20%
♦ School, Program Referrals	13%
♦ Employment Development Department	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	0%	33%	67%
Training as substitute for experience	40%	0%	60%

Length of Experience:

Firms requiring experience prefer an average of 6 months experience in this occupation.

Experience in other occupations:

Most firms will accept 6 months experience in a related field such as Stocking, Merchandising, Customer Service, jobs working with the public.

Other Information

Where the Jobs Are:

Grocery Stores
Gasoline Service Stations
Eating and Drinking Places
Drug Stores and Proprietary Stores
Misc. Amusement, Recreation Service

Employment Type/Hours:

Full Time	45%	Temp/On Call	0%
Part Time	52%	Seasonal	3%

Gender make up of reported positions are as follows:

♦ Male	35%
♦ Female	65%

Child Care Workers

Job Description

Child Care Workers attend children at school, business, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

OES 680380

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 166.7%
- ◆ Growth: Much faster than average

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$5.75	\$7.00	\$10.06
New Hires with Experience	\$6.00	\$7.00	\$12.00
3 Years + Experience with Firm	\$6.50	\$8.63	\$12.37

Supply / Demand Assessment

Most employers reported growth in employment in this occupation during the last year. Most expect employment to remain stable over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is somewhat difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is a little difficult to find inexperienced applicants.

Benefits offered by responding firms were as follows:

	Full time	Part Time
◆ Medical Insurance	83%	17%
◆ Dental Insurance	67%	17%
◆ Vision Insurance	67%	17%
◆ Life Insurance	33%	0%
◆ Paid Sick Leave	100%	17%
◆ Paid Vacation	83%	17%
◆ Retirement Plan	50%	17%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (160 Vacancies)

◆ Promotions	0%
◆ Employees Leaving	81%
◆ New Positions	6%
◆ Temporary Positions	13%

Child Care Workers

Work Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	20%	30%	20%	30%
Training as substitute for experience	0%	30%	40%	30%

Firms requiring experience prefer an average of six months to one year experience in this occupation and college courses in Early Childhood Education.

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to write legibly
Oral communication skills

Physical Abilities:

Good physical condition
Ability to stand continuously for 2 or more hours
Ability to sit continuously for 2 or more hours

Technical:

Knowledge of early childhood development
Ability to work with children having special needs
Oral reading skills
Ability to handle crisis situation
Imagination and creativity skills
Knowledge of a sanitary work environment
Problem solving skills
Ability to fill out forms accurately

Other Qualifications:

Understanding of a variety of cultures
Possession of a clean police record
Possession of a good work record
Good grooming skills
Willingness to work with close supervision
Ability to work independently
Customer service skills
Ability to exercise patience

Computer Skills

Word Processing, Data Base

Projected New Skills

Educational software skills, computer skills

Education

Education of recent hires.

- ♦ High school or equivalent 96%
- ♦ Some college but no degree 4%

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 80%
- ♦ Newspaper Advertisement 100%
- ♦ Private Employment Agencies 20%
- ♦ Hire Unsolicited Applicants 30%
- ♦ In-house Promotion or Transfer 50%
- ♦ Public school or Program referrals 60%
- ♦ Private School Referrals 30%
- ♦ EDD 50%
- ♦ Public Postings 10%

Other Information

Employment Type/Hours:

Full Time	63%	Temp/On Call	6%
Part Time	19%	Seasonal	12%

Gender make up of reported positions are as follows:

- ♦ Male 32%
- ♦ Female 68%

Cooks - Restaurant

Job Description

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu. OES 650260

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.50	\$8.50
New Hires with Experience	\$5.75	\$8.00	\$8.50
3 Years + Experience with Firm	\$6.75	\$9.50	\$14.00

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	13%		33%	7%	7%	
Dental Ins			7%		7%	
Vision Ins			7%		7%	
Life Ins	7%		7%		7%	
Sick Leave	7%					
Vacation	40%		20%	7%		
Retirement			7%		7%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 22.2%
- ◆ Growth: Average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (9 Vacancies)

- ◆ Promotions 15%
- ◆ Employees Leaving 65%
- ◆ New Positions 10%
- ◆ Temporary Positions 10%

Cooks - Restaurant

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	40%	47%	13%
Training as substitute for experience	62%	0%	38%

Firms requiring experience prefer an average of twelve months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Ability to lift at least 50 pounds

Ability to perform strenuous, physically demanding work

Ability to stand continuously for 2 or more hours.

Flexibility:

Willingness to work nights, weekends, part-time, and occasional overtime.

Other Skills & Qualifications:

Good reading & comprehension skills

Listening skills

Verbal communication & speaking skills

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to learn continually

Ability to work effectively under pressure

Ability to perform routine, repetitive work

Ability to work in continually changing environment

Ability to delegate work and supervise others

Have clean and neat appearance.

Education

Education of recent hires.

♦ Less than high school	33%
♦ High school or equivalent	60%
♦ Associate Degree	7%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisement
- ♦ Employee Referrals

Other Information

Employment Type/Hours:

Full Time	84%	Temp/On Call	0%
Part Time	14%	Seasonal	2%

Gender make up of reported positions are as follows:

♦ Male	60%
♦ Female	40%

Where the Jobs Are

Eating Places

Hotels & Motels

Counter and Rental Clerks

Job Description

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.. OES 490170

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 25.8%
- ◆ Growth: Faster than average

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.00	\$7.50
New Hires with Experience	\$5.75	\$7.13	\$10.00
3 Yrs + Experience with Firm	\$6.75	\$10.00	\$11.00

Additional Compensation: A few employers offered commissions.

Benefits

Who Pays:	Employer		Share Cost	
BENEFITS	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%	7%	20%	
Dental Insurance	13%		13%	
Vision Insurance	7%		13%	
Life Insurance	13%		13%	
Paid Sick Leave	20%	7%		
Paid Vacation	67%	13%		
Retirement	7%		20%	

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	13%	0%
Inexperienced	20%	7%	40%	20%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 28%
- ◆ Employees Leaving 56%
- ◆ New Positions 17%
- ◆ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires:

- ◆ Less than high school 40%
- ◆ High school or equivalent 60%

Counter and Rental Clerks

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills
Able to learn continually

Physical Abilities:

Ability to lift 10-50 pounds
Possess excellent vision

Technical:

Good at math and measuring

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Possess good DMV driving record

Projected New Skills

I-Car Certification
Computer skills

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Employee Referrals	60%
♦ Newspaper Ads	53%
♦ Walk-In Applicants	40%
♦ In-House Promotion or Transfer	27%
♦ Word of Mouth	20%
♦ Employment Development Department	20%
♦ Private Employment Agencies	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	13%	40%	47%
Training as substitute for experience	63%	0%	38%

Length of Experience:

Firms requiring experience prefer an average of 20 months experience in this occupation.

Experience in other occupations:

Most firms will accept 9 months experience in a related field such as Retail, Sales, Customer Service.

Other Information

Where the Jobs Are:

Department Stores
Laundry, Cleaning and Garment Service
Video Tape Rental
Misc. Amusement, Recreation Service

Employment Type/Hours:

Full Time	41%	Temp/On Call	1%
Part Time	58%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	39%
♦ Female	61%

Dental Hygienists

Job Description

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

OES 329080

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
- ◆ Projected Job Growth Rate: 20%
- ◆ Growth: Average

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$20.00	\$27.50	\$37.50
New Hires with Experience	\$20.00	\$33.10	\$40.00
3 Years + Experience with Firm	\$25.00	\$35.00	\$40.00

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is somewhat difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is somewhat difficult to find inexperienced applicants.

Benefits offered by responding firms were as follows:

	Full Time	Part Time
◆ Medical Insurance	38%	13%
◆ Dental Insurance	75%	75%
◆ Vision Insurance	13%	13%
◆ Life Insurance	13%	13%
◆ Paid Sick Leave	25%	38%
◆ Paid Vacation	38%	38%
◆ Retirement Plan	13%	13%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (7 Vacancies)

◆ Promotions	0%
◆ Employees Leaving	43%
◆ New Positions	43%
◆ Temporary Positions	14%

Dental Hygienists

Work Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	75%	19%	6%	0%
Training as substitute for experience	13%	6%	13%	69%

Firms requiring experience prefer an average of one to three years experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
 ability to write legibly and effectively
 oral communication skills

Physical Abilities:

Manual dexterity, good eye-hand coordination
 Ability to sit continuously for 2 or more hours

Technical:

Possession of a Radiation Safety Certificate
 Ability to instruct patients in oral hygiene
 Knowledge of dental materials
 Knowledge of teeth cleaning and polishing skills
 Understanding of good diet and nutrition
 Record keeping skills
 Knowledge of anesthesiology
 Ability to follow laboratory procedures

Other Qualifications:

Ability to work under pressure
 Interest in patient care and education
 Customer service skills
 Ability to work independently
 Good grooming skills
 Willingness to work with close supervision
 Possession of a good work record
 Possession of a clean police record

Computer Skills

Word Processing, Basic Computer Skills

Projected New Skills

Continuing education, Computer skills
 Anesthesia, Sealants

Education

Education of recent hires.

♦ Some college but no degree	14%
♦ Associate degree (2 years)	0%
♦ Bachelor degree (4 years)	72%
♦ Graduate study	14%

Recruitment

Recruitment methods include the following:

♦ Employee's Referral	56%
♦ Newspaper Advertisement	44%
♦ Private Employment Agencies	6%
♦ Hire Unsolicited Applicants	19%
♦ Public school or Program referrals	25%
♦ Private School Referrals	13%
♦ EDD	31%
♦ Dental Associations/Other Dentists	13%

Other Information

Employment Type/Hours:

Full Time	10%	Temp/On Call	0%
Part Time	90%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	0 %
♦ Female	100%

Drivers / Sales Workers

Job Description

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers. OES 971170

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 12.5%
- ◆ Growth: Slower than average

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$6.00	\$8.00	\$9.38
New Hires with Experience	\$6.00	\$8.50	\$12.50
3 Years + Experience with Firm	\$6.75	\$10.00	\$15.47

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is moderately difficult to find inexperienced applicants.

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS		PT	FT	PT	FT	PT
Medical Ins	53%		13%			
Dental Ins	47%		13%			
Vision Ins	20%		13%	FT		
Life Ins	27%		7%		7%	
Sick Leave	60%	7%				
Vacation	67%	7%				
Retirement	13%		7%			

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (16 Vacancies)

- ◆ Promotions 19%
- ◆ Employees Leaving 63%
- ◆ New Positions 19%
- ◆ Temporary Positions 0%

Driver / Sales Workers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	20%	27%	53%
Training as substitute for experience	29%	0%	71%

Firms requiring experience prefer an average of fifteen months experience in this occupation.

Qualifications

Very Important Qualifications for Job Entry

Physical Qualifications:

Ability to sit continuously for 2 or more hours
perform strenuous, physically demanding work
possess excellent vision
ability to lift at least 50 pounds
pass drug screen.

Flexibility:

Willingness to work more than 40 hours/week

Other Skills & Qualifications:

Legible handwriting
Reading & comprehension skills
Listening skills
Verbal communication & speaking skills
Basic math skills
Ability to work well independently
Ability to work effectively under pressure
Ability to perform routine, repetitive work
Ability to work in continually changing environment
Possess good DMV driving record
Have clean and neat appearance.

Computer Skills

Word processing, Database
Desktop Publishing

Projected New Skills

Sales

Education

Education of recent hires.

- ♦ High school or equivalent 73%
- ♦ Less than high school 27%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Employee Referrals
- ♦ Walk-in Applicants

Other Information

Employment Type/Hours:

Full Time	83%	Temp/On Call	0%
Part Time	17%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 86%
- ♦ Female 14%

Where The Jobs Are

Groceries and Related Products
Beer and Ale
Eating Places

Emergency Medical Technicians - Paramedic

Job Description

Emergency Medical Technicians - Paramedic are trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians, Paramedic use a broad range of sophisticated life - saving equipment and techniques, including specified drugs. OES 325083

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
 - ◆ Projected Job Growth Rate: 14.3%
 - ◆ Growth: Slower than average
- (These projections are for EMT I, EMT II, & EMT Paramedic combined.)

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$7.59	\$7.75	\$10.75
New Hires with Experience	\$7.59	\$9.25	\$15.38
3 Years + Experience with Firm	\$8.30	\$10.38	\$17.30

Supply / Demand Assessment

Many employers reported both stable employment and growth in this occupation during the last year. Many expect employment to grow over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is a little difficult to find inexperienced applicants.

Benefits:

	Full Time	Part Time
◆ Medical Insurance	100%	25%
◆ Dental Insurance	75%	25%
◆ Vision Insurance	75%	25%
◆ Life Insurance	75%	0%
◆ Paid Sick Leave	75%	0%
◆ Paid Vacation	75%	0%
◆ Retirement Plan	75%	25%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (9 Vacancies)

◆ Promotions	11%
◆ Employees Leaving	44%
◆ New Positions	22%
◆ Temporary Positions	22%

Emergency Medical Technicians - Paramedic

Education

Education of recent hires.

- ♦ High school or equivalent 56%
- ♦ Some college but no degree 44%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Basic math skills
Ability to read and follow instructions
Ability to write legibly and effectively
Oral communication skills

Physical Abilities:

Ability to lift and move patients
Ability to pass pre-employment medical exam
Ability to pass drug testing
Good vision, possession of good color perception

Technical:

Ability to recognize ventricular fibrillation and cardiac standstill
Ability to operate automatic and semi-automatic defibrillators
Ability to monitor and maintain IV lines
Ability to assist with inflation of antishock trousers
Ability to assist with set-up for ADV Life Support Procedures
Test, check and maintain emergency medical equipment
Ability to take charge and handle major emergencies
Ability to set priorities quickly
Ability to accurately record and report information

Other Qualifications:

Understanding of a variety of cultures
Willingness to work nights, weekends, and holidays
Willingness to work on-call
Possession of a clean police record
Good grooming skills
Ability to work as a team
Ability to work independently
Ability to work under pressure

Computer Skills

Spreadsheet, Word Processing, Database, Desktop
Publishing, Billing Software

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	75%	25%	0%	0%
Training as substitute for experience	0%	25%	25%	50%

Firms requiring experience prefer an average of nine months in this occupation or one year as a EMT I or II with proper certification.

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 100%
- ♦ Newspaper Advertisement 50%
- ♦ Hire Unsolicited Applicants 50%
- ♦ In-house Promotion or Transfer 75%
- ♦ EDD 25%

Other Information

Employment Type/Hours:

Full Time	47%	Temp/On Call	14%
Part Time	40%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 84%
- ♦ Female 16%

Emergency Medical Technicians - I

Job Description

Emergency Medical Technicians - I are ambulance attendants or drivers who are trained and certified to provide basic life support at the scene of an emergency and during ambulance transport to hospitals. OES 325081

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
 - ◆ Projected Job Growth Rate: 14.3%
 - ◆ Growth: Slower than average
- (These projections are for EMT I, EMT II, & EMT Paramedic combined.)

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$6.37	\$6.75	\$9.62
New Hires with Experience	\$6.37	\$6.75	\$9.62
3 Years + Experience with Firm	\$7.02	\$7.50	\$11.13

Supply / Demand Assessment

All employers reported stable employment in this occupation during the last year. Most expect employment to grow over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is a little difficult to find inexperienced applicants.

Benefits

	Full Time	Part Time
◆ Medical Insurance	100%	33%
◆ Dental Insurance	100%	33%
◆ Vision Insurance	100%	33%
◆ Life Insurance	67%	0%
◆ Paid Sick Leave	67%	0%
◆ Paid Vacation	67%	0%
◆ Retirement Plan	67%	33%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (6 Vacancies)

◆ Promotions	33%
◆ Employees Leaving	33%
◆ New Positions	0%
◆ Temporary Positions	34%

Emergency Medical Technicians - I

Education

Education of recent hires.

- ♦ High school or equivalent 100%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Basic math skills
Ability to read and follow instructions
Ability to write legibly and effectively
Oral communication skills

Physical Abilities:

Ability to lift and move patients
Ability to pass pre-employment medical exam
Ability to pass drug testing
Good vision, possession of good color perception
Good physical condition

Technical:

Ability to recognize ventricular fibrillation and cardiac standstill
Ability to operate automatic and semi-automatic defibrillators
Ability to monitor and maintain IV lines
Ability to assist with inflation of antishock trousers
Ability to assist with set-up for ADV Life Support Procedures
Test, check and maintain emergency medical equipment
Ability to take charge and handle major emergencies
Ability to set priorities quickly
Ability to accurately record and report information

Other Qualifications:

Understanding of a variety of cultures
Willingness to work nights, weekends, and holidays
Willingness to work on-call
Possession of a clean police record
Good grooming skills
Ability to work as a team
Ability to work independently
Ability to work under pressure

Computer Skills

Spreadsheet, Word Processing, Database
Desktop Publishing, Billing Software

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	33%	33%	34%	0%
Training as substitute for experience	0%	33%	34%	33%

Firms requiring experience prefer an average of six months to one year experience in this occupation.

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 100%
- ♦ Newspaper Advertisement 33%
- ♦ Hire Unsolicited Applicants 67%
- ♦ In-house Promotion or Transfer 67%
- ♦ EDD 33%
- ♦ Union Hall Referrals 0%

Other Information

Employment Type/Hours:

Full Time	59%	Temp/On Call	0%
Part Time	41%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 82%
- ♦ Female 18%

Financial Managers

Job Description

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions. OES 130020

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 23.5%
- ◆ Growth: Faster Than Average

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$9.00	\$13.99	\$20.87
New Hires with Experience	\$9.00	\$19.18	\$23.97
3 Years + Experience with Firm	\$10.00	\$21.69	\$27.70

Supply / Demand Assessment

All employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is moderately difficult to find inexperienced applicants.

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	53%		27%	7%		
Dental Ins	53%		27%	7%		
Vision Ins	47%		13%		7%	
Life Ins	60%		13%	7%		
Sick Leave	60%	7%		7%		
Vacation	73%	7%	7%	7%		
Retirement	47%		20%			
Child Care					7%	
Other	7%		7%		7%	

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (3 Vacancies)

- ◆ Promotions 0%
- ◆ Employees Leaving 100%
- ◆ New Positions 0%
- ◆ Temporary Positions 0%

Financial Managers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	73%	20%	7%
Training as substitute for experience	14%	0%	86%

Firms requiring experience prefer an average of forty months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Pass pre-employment medical exam

Pass drug screening exam

Ability to sit continuously for 2 or more hours

Possess excellent vision

Flexibility:

Willingness to work weekends

Willingness to work more than 40 hours/week

Willingness to work participate in drug testing

Other Skills & Qualifications:

Good English grammar & spelling skills

Legible handwriting

Reading & comprehension skills, listening skills

Verbal communication & speaking skills

Basic and advanced math skills

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to work effectively under pressure

Ability to work in continually changing environment

Ability to effectively delegate work and supervise staff

Possess good DMV driving record

Possess own vehicle and insurance

Have clean and neat appearance

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Interpersonal skills, Human Resources, Management

Education

Education of recent hires.

♦ High school or equivalent	27%
♦ Bachelor Degree	33%
♦ Associate Degree	40%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Employee Referrals
- ♦ Internet

Other Information

Employment Type/Hours:

Full Time	90%	Temp/On Call	0%
Part Time	10%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	45%
♦ Female	55%

Where The Jobs Are

State Commercial Banks
National Commercial Banks
Hotel and Motels
Real Estate Agents and Managers
Wineries
Single-Family Housing Construction

First Line Supervisors & Manager / Supervisors Clerical & Administrative Support Occupations

Job Description

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise. OES 510020

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 23.5%
- ◆ Growth: Faster Than Average

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$8.00	\$14.20
New Hires with Experience	\$6.25	\$9.00	\$17.05
3 Years + Experience with Firm	\$7.50	\$10.00	\$21.31

Supply / Demand Assessment

All employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is very difficult to find inexperienced applicants.

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	53%	13%	33%			
Dental Ins	53%	7%	20%			
Vision Ins	47%	7%	13%			
Life Ins	40%		7%			
Sick Leave	53%	7%				
Vacation	80%	13%	7%			
Retirement	33%	13%	13%		7%	

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (18 Vacancies)

- ◆ Promotions 33%
- ◆ Employees Leaving 33%
- ◆ New Positions 17%
- ◆ Temporary Positions 17%

First Line Supervisors & Manager / Supervisors Clerical & Administrative Support Occupations

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	67%	33%	0%
Training as substitute for experience	13%	0%	87%

Firms requiring experience prefer an average of twenty six months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Pass drug screening exam

Ability to sit continuously for 2 or more hours.

Flexibility:

Willingness to work more than 40 hours/week

Willingness to participate in drug testing

Other Skills & Qualifications:

Good English grammar & spelling skills

Legible handwriting

Reading & comprehension skills

Listening skills

Verbal communication & speaking skills

Basic math skills

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to learn continually

Ability to work effectively under pressure

Ability to perform routine, repetitive work

Ability to work in continually changing environment

Ability to effectively delegate work and supervise staff

Have clean and neat appearance

Computer Skills

Word processing, Spreadsheet, Database, Desktop Publishing

Projected New Skills

Interpersonal Skills

Human Resources

Education

Education of recent hires.

♦ High school or equivalent	60%
♦ Associate Degree	27%
♦ Bachelor Degree	13%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Employee Referrals
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours:

Full Time	91%	Temp/On Call	0%
Part Time	9%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	18%
♦ Female	82%

Where the Jobs Are

Local Government

Hotel & Motels

Offices & Clinics of Medical Doctors

First Line Supervisors / Managers Construction Trades & Extractive Workers

Job Description

First Line Manager/Supervisors in the Construction Trades and Extractive Workers directly supervise and coordinate activities of construction or extractive workers. They are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same construction work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties. OES 810050

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$10.09	\$12.05	\$14.00
New Hires with Experience	\$10.00	\$17.25	\$27.50
3 Years + Experience with Firm	\$12.00	\$19.65	\$31.96

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	36%		21%			
Dental Ins	29%		14%			
Vision Ins	21%		7%			
Life Ins	21%		7%			
Sick Leave	14%					
Vacation	57%					
Retirement	36%		7%			
Child Care			7%			

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
- ◆ Projected Job Growth Rate: 20.0%
- ◆ Growth: Average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (6 Vacancies)

- ◆ Promotions 0%
- ◆ Employees Leaving 33%
- ◆ New Positions 67%
- ◆ Temporary Positions 0%

First Line Supervisors / Managers Construction Trades & Extractive Workers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	86%	14%	0%
Training as substitute for experience	21%	0%	79%

Firms requiring experience prefer an average of thirty months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds
Perform strenuous, physically demanding work
Ability to use abdominal/lower back muscles
Pass drug screening

Flexibility:

Willingness to work more than 40 hours/week
Willingness to have flexible hours including weekends
Willingness to work on a seasonal basis

Other Skills & Qualifications:

Legible handwriting, reading & comprehension skills
Verbal communication & speaking skills
Basic math skills
Ability to work effectively in a teamwork environment
Ability to work well independently
Ability to learn continually
Ability to work effectively under pressure
Ability to work in continually changing environment
Ability to effectively delegate work and supervise staff
Possess good DMV printout
Have own vehicle and insurance

Computer Skills

Word processing, Spreadsheet, Database
Industry Specific software

Projected New Skills

Detail oriented

Education

Education of recent hires.

- ♦ High school or equivalent 93%
- ♦ Bachelor Degree 7%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Word-of-Mouth
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours:

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 95%
- ♦ Female 5%

Where the Jobs Are

Singe-Family Housing Construction
Nonresidential Construction
Water, Sewer and Utility Lines
Industrial Buildings & Warehouses

First Line Supervisors & Managers of Mechanics, Installers & Repairers

Job Description

First Line Clerical Manager/Supervisors of Mechanics, Installers and Repairers directly supervise and coordinate activities of mechanics, repairers and installers. They may also supervise helpers assigned to these workers. They are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same repair work as the workers they supervise. The occupation excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision. OES 810020

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$11.11	\$12.00
New Hires with Experience	\$10.00	\$14.00	\$20.00
3 Years + Experience with Firm	\$12.00	\$17.05	\$23.97

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	80%		13%			
Dental Ins	53%				7%	
Vision Ins	27%				7%	
Life Ins	53%		7%			
Sick Leave	40%					
Vacation	87%		7%			
Retirement	53%		13%			

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
- ◆ Projected Job Growth Rate: 0.0%
- ◆ Growth: Remain Stable

Supply / Demand Assessment

All employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (6 Vacancies)

- ◆ Promotions 0%
- ◆ Employees Leaving 100%
- ◆ New Positions 0%
- ◆ Temporary Positions 0%

Where the Jobs Are

New & Used Car Dealerships
General Automotive Repair Shops
Auto & Home Supply Stores

First Line Supervisors & Managers of Mechanics, Installers & Repairers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	73%	20%	7%
Training as substitute for experience	21%	0%	79%

Firms requiring experience prefer an average of forty one months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Pass drug screening exam
Pass pre-employment medical exam
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds
Perform strenuous, physically demanding work

Flexibility

Willingness to work more than 40 hours/week
Willingness to work flexible hours including weekends
Willingness to participate in drug testing.

Other Skills & Qualifications:

Good English grammar, spelling skills
Reading & comprehension skills, Basic math skills
Verbal communication & speaking skills
Ability to work effectively in teamwork environment
Ability to work well independently, to learn continually
Ability to work effectively under pressure
Listening skills
Ability to work in continually changing environment
Ability to effectively delegate work and supervise staff
Have clean and neat appearance
Possess good DMV printout
Possess own vehicle and insurance.

Computer Skills

Word processing, Spreadsheet, Database, Desktop Publishing, Industry Specific software

Projected New Skills

Interpersonal Skills, Supervisory Skills

Education

Education of recent hires.

- ♦ High school or equivalent 93%
- ♦ Associate Degree 7%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Word-of-Mouth
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours:

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 91%
- ♦ Female 9%

First Line Supervisors & Manager / Supervisors Production & Operating Workers

Job Description

First Line Manager/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. They are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same production work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision. Report them in the occupations which are most closely related to their specific work duties. OES 810080

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$6.00	\$8.63	\$14.92
New Hires with Experience	\$6.50	\$13.00	\$22.50
3 Years+ Experience with Firm	\$6.90	\$17.43	\$25.00

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	40%		40%			
Dental Ins	33%		27%			
Vision Ins	20%		20%			
Life Ins	40%		20%			
Sick Leave	40%		7%			
Vacation	60%		7%			
Retirement	40%		7%			

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 11.1%
- ◆ Growth: Slower Than Average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (6 Vacancies)

- ◆ Promotions 43%
- ◆ Employees Leaving 29%
- ◆ New Positions 29%
- ◆ Temporary Positions 0%

First Line Supervisors & Manager / Supervisors Production & Operating Workers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	60%	33%	7%
Training as substitute for experience	36%	0%	64%

Firms requiring experience prefer an average of nineteen months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Possess excellent vision
Ability to lift at least 50 pounds
Perform strenuous, physically demanding work
Pass drug screening
Pass pre-employment medical exam.

Flexibility:

Willingness to work more than 40 hours/week
Willingness to work nights, weekends, on-call
Willingness to work overtime on a regular basis
Participate in drug testing.

Other Skills & Qualifications:

Legible handwriting
Good English grammar and spelling skills
Listening skills
Reading & comprehension skills
Verbal communication & speaking, basic math
Ability to work effectively in teamwork environment
To work well independently
Work effectively under pressure
Ability to effectively delegate work and supervise staff
Trained in CPR/First Aide
Possess good DMV printout
Maintain clean and neat appearance.

Computer Skills

Word processing, Spreadsheet, Database, Desktop Publishing

Projected New Skills

Phone Skills

Education

Education of recent hires.

♦ High school or equivalent	80%
♦ Associate degree	7%
♦ Less than high school	13%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Employee Referral
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours:

Full Time	84%	Temp/On Call	0%
Part Time	5%	Seasonal	11%

Gender make up of reported positions are as follows:

♦ Male	88%
♦ Female	12%

Where the Jobs Are

Wineries
Sawmills & Planing Mills
Reconstituted Wood Products

Food Preparation Workers

Job Description

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.. OES 650380

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 8.6%
- ◆ Growth: Slower than average

Wages and Benefits

Non Union

	Low	Median	High
New Hires with No Experience:	\$ 5.75	\$6.50	\$7.50
New Hires with Experience:	5.75	7.00	8.50
3 Years + Experience with Firm:	7.00	8.50	11.45

Union

	Low	Median	High
New Hires with No Experience:	\$ 7.83	\$ 7.84	\$ 8.52
New Hires with Experience:	7.83	8.52	8.64
3 Years + Experience with Firm:	8.52	8.63	9.53

Additional Compensation: A few non union employers offered bonuses to 3+year employees.

Benefits

Who Pays:	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
BENEFITS				
Medical Insurance	20%	13%	27%	7%
Dental Insurance	20%	13%	13%	7%
Vision Insurance	20%	13%	13%	7%
Life Insurance	27%	13%		
Paid Sick Leave	40%	20%		7%
Paid Vacation	53%	27%		7%
Retirement	27%	20%	13%	7%

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and many expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	0%	0%
Inexperienced	20%	27%	33%	20%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 7%
- ◆ Employees Leaving 78%
- ◆ New Positions 7%
- ◆ Temporary Positions 8%

Education

Surveyed employers report the following education levels of recent hires:

- ◆ Less than high school 53%
- ◆ High school or equivalent 47%

Food Preparation Workers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills
Ability to read and follow directions
People skills
Responsible

Physical Abilities:

Ability to lift 10-50 pounds
Able to stand continuously for 2 or more hours

Other Qualifications:

Ability to work in a team environment
Ability to work independently
Able to work under pressure
Ability to perform routine, repetitive work
Clean and neat appearance
Willingness to work flexible hours

Projected New Skills

Efficiency

Recruitment

Surveyed employers report the following methods for recruiting employees:

◆ Newspaper Ads	80%
◆ Walk-In Applicants	67%
◆ Employee Referrals	47%
◆ In-House Promotion or Transfer	40%
◆ Employment Development Department	20%
◆ Word of Mouth	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	0%	47%	53%
Training as substitute for experience	100%	0%	0%

Experience in other occupations:

Many firms preferred 7 months experience in a related field such as Restaurant Environment.

Other Information

Where the Jobs Are:

Grocery Stores
Eating and Drinking Places
Hotels and Motels
Elementary and Secondary Schools

Employment Type/Hours:

Full Time	55%	Temp/On Call	2%
Part Time	42%	Seasonal	0%

Gender make up of reported positions are as follows:

◆ Male	35%
◆ Female	65%

General Office Clerks

Job Description

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined. OES 553470

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 9%
- ◆ Growth: Slower than average

Wages and Benefits

Non Union

	Low	Median	High
New Hires with No Experience:	\$ 6.00	\$7.50	\$ 8.36
New Hires with Experience:	7.00	8.00	9.48
3 Years + Experience with Firm:	7.50	10.00	14.00

Union

	Low	Median	High
New Hires with Experience:	\$ 8.63	\$ 9.79	\$10.40
3 Years + Experience with Firm:	10.07	10.63	12.62

*Unions did not hire without Experience

Other Compensation: A few Non-Union employers gave a yearly bonus.

Benefits

Who Pays:	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
BENEFITS				
Medical Insurance	38%		31%	6%
Dental Insurance	31%		19%	6%
Vision Insurance	25%		13%	6%
Life Insurance	25%		13%	6%
Paid Sick Leave	50%	6%		
Paid Vacation	69%	6%		
Retirement	31%		25%	13%

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	6%	44%	13%	6%
Inexperienced	0%	6%	13%	13%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 32%
- ◆ Employees Leaving 14%
- ◆ New Positions 41%
- ◆ Temporary Positions 14%

Education

Surveyed employers report the following education levels of recent hires:

- ◆ Less than high school 6%
- ◆ High school or equivalent 94%

General Office Clerks

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

English grammar, spelling and punctuation skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills

Physical Abilities:

Ability to sit continuously for 2 or more hours

Technical:

Ability to use word processing software
Ability to use spreadsheet software

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Ability to learn continually

Projected New Skills

Problem Solving
Organizational skills
Increased computer skills

Emerging Occupations

Internet Research
More Bilingual Positions

Recruitment

Surveyed employers report the following methods for recruiting employees:

◆ Newspaper Ads	80%
◆ Walk-In Applicants	47%
◆ Employee Referrals	40%
◆ Employment Development Department	27%
◆ In-House Promotion or Transfer	27%
◆ Private Employment Agencies	20%
◆ Internet	20%
◆ Word of Mouth	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	69%	19%	13%
Training as substitute for experience	71%	0%	29%

Length of Experience:

Firms requiring experience prefer an average of 15 months experience in this occupation.

Experience in other occupations:

Most firms will accept 11 months experience in a related field such as General Clerical, Bookkeeping.

Other Information

Where the Jobs Are:

A wide variety of businesses, non profit organizations and government agencies.

Employment Type/Hours:

Full Time	85%	Temp/On Call	5%
Part Time	11%	Seasonal	0%

Gender make up of reported positions are as follows:

◆ Male	2%
◆ Female	98%

Guards and Watch Guards

Job Description

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds. OES 630470

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 62.5%
- ◆ Growth: Much faster than average

Supply / Demand Assessment

Many employers reported growth in employment in this occupation during the last year. Most expect employment to remain stable over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is somewhat difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is somewhat difficult to find inexperienced applicants.

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$5.75	\$6.50	\$7.61
New Hires with Experience	\$5.75	\$7.00	\$9.00
3 Years+ Experience with Firm	\$6.00	\$8.00	\$10.50

Benefits

	Full Time	Part Time
◆ Medical Insurance	100%	0%
◆ Dental Insurance	67%	0%
◆ Vision Insurance	33%	0%
◆ Life Insurance	100%	0%
◆ Paid Sick Leave	33%	33%
◆ Paid Vacation	100%	33%
◆ Retirement Plan	0%	0%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (106 Vacancies)

◆ Promotions	3%
◆ Employees Leaving	30%
◆ New Positions	8%
◆ Temporary Positions	59%

Guards and Watch Guards

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	0%	0%	78%	22%
Training as substitute for experience	0%	56%	44%	0%

Firms requiring experience prefer an average of three to six months experience in this occupation or in a security occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
Ability to write legibly
Oral communication skills

Physical Abilities:

Good physical condition, good vision
Ability to walk for prolonged periods of time
Ability to stand continuously for 2 or more hours
Ability to sit continuously for 2 or more hours

Technical:

Report writing skills
Ability to follow security protection procedures
Ability to administer first aid
Possession of a valid driver's license

Other Qualifications:

Willingness to work nights, weekends, and holidays
Possession of a clean police record
Ability to handle crises situations
Ability to work independently
Public contact skills
Ability to deal effectively with difficult individuals

Computer Skills

Word Processing, Database

Projected New Skills

Armed Guard

Education

Education of recent hires.

- ♦ High school or equivalent 96%
- ♦ Some college but no degree 4%

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 89%
- ♦ Newspaper Advertisement 78%
- ♦ Hire Unsolicited Applicants 56%
- ♦ In-house Promotion or Transfer 67%
- ♦ Public school or Program referrals 11%
- ♦ EDD 56%
- ♦ Radio, Public Postings 22%

Other Information

Employment Type/Hours:

Full Time	30%	Temp/On Call	1%
Part Time	23%	Seasonal	47%

Gender make up of reported positions are as follows:

- ♦ Male 81%
- ♦ Female 19%

Hairdressers, Hairstylists, and Cosmetologists

Job Description

Hairdresser, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Does not include Shampooers, Manicurists, and Beauty School Instructors.

OES 680050

Our study showed that many Hairdressers in Mendocino county are self employed. Self employment is not reflected in this profile.

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$5.75	\$6.13	\$7.00
New Hires with Experience	\$5.75	\$7.00	\$10.00
3 Years+ Experience with Firm	\$7.00	\$8.25	\$15.00

Some also receive an average of \$2.00 an hour in tips or commissions.

Benefits:

	Full Time	Part Time
♦ Medical Insurance	67%	33%
♦ Dental Insurance	33%	33%
♦ Vision Insurance	33%	0%
♦ Life Insurance	33%	33%
♦ Paid Sick Leave	67%	33%
♦ Paid Vacation	100%	33%
♦ Retirement Plan	33%	33%

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 42.9%
- ♦ Growth: Much faster than average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Most expect employment to grow over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is somewhat difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (8 Vacancies)

♦ Promotions	13%
♦ Employees Leaving	63%
♦ New Positions	25%
♦ Temporary Positions	0%

Hairdressers, Hairstylists, and Cosmetologists

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	50%	0%	33%	17%
Training as substitute for experience	66%	0%	17%	17%

Firms requiring experience prefer an average of three to five years experience in this occupation.

Most employers required a cosmetology license.

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions

Ability to write legibly

Oral communication skills

Ability to follow oral instructions

Physical Abilities:

Manual dexterity

Good vision, possession of good color perception

Ability to stand continuously for 2 or more hours

Technical:

Ability to maintain an appointment calendar

Possession of a cosmetology license

Telephone answering skills

Cash handling skills

Ability to apply sales techniques

Artistic skills

Knowledge of make-up and skin care

Other Qualifications:

High standards of personal cleanliness

Ability to work independently

Public contact skills

Good grooming skills

Willingness to work with close supervision

Ability to work under pressure

Projected New Skills

Studying of new products and new techniques

Education

Education of recent hires.

- ♦ High school or equivalent 88%
- ♦ Some college but no degree 13%

Recruitment

Recruitment methods include the following

- ♦ Employee's Referral 50%
- ♦ Newspaper Advertisement 83%
- ♦ Hire Unsolicited Applicants 50%
- ♦ In-house Promotion or Transfer 33%
- ♦ Private School Referrals 17%
- ♦ EDD 17%

Other Information

Employment Type/Hours:

Full Time	76%	Temp/On Call	0%
Part Time	24%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 3%
- ♦ Female 97%

Hand Packers and Packagers

Job Description

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.
OES 989020

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 25.0%
- ◆ Growth: Faster than average

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$5.75	\$5.88	\$10.00
New Hires with Experience	\$5.75	\$6.13	\$10.00
3 Years+ Experience with Firm	\$6.50	\$8.00	\$12.00

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Most expect employment to grow over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is a little difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is a little difficult to find inexperienced applicants.

Benefits:

	Full Time	Part Time
◆ Medical Insurance	80%	0%
◆ Dental Insurance	80%	0%
◆ Vision Insurance	40%	0%
◆ Life Insurance	60%	0%
◆ Paid Sick Leave	60%	20%
◆ Paid Vacation	80%	20%
◆ Retirement Plan	40%	0%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (83 Vacancies)

◆ Promotions	6%
◆ Employees Leaving	40%
◆ New Positions	13%
◆ Temporary Positions	41%

Hand Packers and Packagers

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	0%	0%	20%	80%
Training as substitute for experience	30%	30%	40%	0%

Firms requiring experience prefer an average of one to three years experience in this occupation or as a warehouse worker or experience with wood/lumber.

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Ability to follow oral instructions

Physical Abilities:

Ability to use hands, arms, and fingers
 Good eye-hand coordination
 Physical stamina
 Ability to work rapidly
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 10 lbs. repeatedly

Other Qualifications:

Organizational skills
 Ability to perform routine, repetitive work
 Willingness to work with close supervision
 Ability to work as part of a team
 Ability to interact well with others

Computer Skills

Spreadsheet, Basic computer knowledge

Education

Education of recent hires.

- ♦ Less than high school 8%
- ♦ High school or equivalent 92%

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 70%
- ♦ Newspaper Advertisement 20%
- ♦ Hire Unsolicited Applicants 60%
- ♦ In-house Promotion or Transfer 20%
- ♦ EDD 40%

Other Information

Employment Type/Hours:

Full Time	68%	Temp/On Call	1%
Part Time	31%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 26%
- ♦ Female 74%

Home Health Aides

Job Description

Home Health Aides care for elderly, convalescent, handicapped persons in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides.
OES 660110

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 66.7%
- ◆ Growth: Much faster than average

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$6.00	\$7.00	\$9.00
New Hires with Experience	\$6.00	\$7.61	\$11.00
3 Years+ Experience with Firm	\$6.00	\$8.09	\$11.00

Benefits:

	Full Time	Part Time
◆ Medical Insurance	50%	50%
◆ Dental Insurance	50%	50%
◆ Vision Insurance	50%	50%
◆ Life Insurance	50%	50%
◆ Paid Sick Leave	100%	50%
◆ Paid Vacation	100%	50%
◆ Retirement Plan	50%	50%
◆ Child Care	0%	0%

Supply / Demand Assessment

Most employers reported growth in employment in this occupation during the last year. Many expect employment to grow over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (60 Vacancies)

◆ Promotions	0%
◆ Employees Leaving	2%
◆ New Positions	15%
◆ Temporary Positions	83%

Home Health Aides

Education

Education of recent hires.

- ♦ High school or equivalent 100%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
Ability to write legibly
Oral communication skills

Physical Abilities:

Ability to pass drug testing
Ability to pass pre-employment medical exam
Good vision

Technical:

Ability to care for elderly persons
Ability to prepare meals
Ability to apply transferring techniques moving patients
Ability to read labels and instructions
Ability to record condition of patients
Ability to take vital signs
Certified to perform CPR
Possession of a valid driver's license
Good driving record

Other Qualifications:

Ability to work independently
Ability to handle a crisis situation
Willingness to work on-call or work part-time
Willingness to work nights, weekends, and holidays
Ability to work as part of a team
Interpersonal skills
Adaptable
Willingness to work with close supervision

Training and Experience

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	25%	50%	0%	25%
Training as substitute for experience	25%	0%	25%	50%

Firms requiring experience prefer an average of six months experience in this occupation or one year experience as a personal caregiver. Some employers require a Home Health Aide Certificate.

Recruitment

Recruitment methods include the following

- ♦ Employee's Referral 75%
- ♦ Newspaper Advertisement 100%
- ♦ Private Employment Agencies 25%
- ♦ Hire Unsolicited Applicants 25%
- ♦ In-house Promotion or Transfer 25%
- ♦ Public school or Program referrals 25%
- ♦ EDD 50%
- ♦ Word of Mouth 25%

Other Information

Employment Type/Hours:

Full Time	7%	Temp/On Call	79%
Part Time	14%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 2%
- ♦ Female 98%

Housekeeping Supervisors

Job Description

Housekeeping Supervisors supervise work activities of cleaning personnel to insure clean, orderly and attractive rooms in commercial establishments such as hotels, hospitals, and educational institutions. They assign duties, inspect work, investigate complaints regarding housekeeping service and equipment and take corrective action. They may purchase housekeeping supplies and equipment, and take periodic inventories. They may screen applicants, train new employees and recommend dismissals.
OES 610080

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$7.00	\$7.48	\$9.00
New Hires with Experience	\$7.50	\$8.75	\$10.57
3 Years+ Experience with Firm	\$8.41	\$9.00	\$12.01

Benefits:

	Full Time	Part Time
♦ Medical Insurance	75%	25%
♦ Dental Insurance	38%	25%
♦ Vision Insurance	0%	0%
♦ Life Insurance	38%	25%
♦ Paid Sick Leave	25%	50%
♦ Paid Vacation	88%	50%
♦ Retirement Plan	25%	13%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 33.3%
- ♦ Growth: Much faster than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is somewhat difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is somewhat difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (3 Vacancies)

♦ Promotions	67%
♦ Employees Leaving	0%
♦ New Positions	33%
♦ Temporary Positions	0%

Housekeeping Supervisors

Education

Education of recent hires.

- ♦ High school or equivalent 67%
- ♦ Some college but no degree 33%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Basic math skills

Physical Abilities:

Ability to work rapidly
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 10 lbs. repeatedly

Technical:

Ability to plan and organize the work of others
 Ability to follow purchasing procedures
 Record keeping skills
 Understanding of inventory techniques
 Ability to hire and assign personnel
 Ability to write effectively

Other Qualifications:

Ability to work as part of a team
 Willingness to work overtime
 Ability to work independently
 Ability to work under pressure
 Ability to interact well with others
 Ability to pay attention to detail
 Customer service skills

Computer Skills

Word Processing, Spreadsheet

Projected New Skills

Ability to speak Spanish

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	50%	13%	13%	25%
Training as substitute for experience	13%	13%	63%	13%

Firms requiring experience prefer an average of one year experience in this occupation or as a housekeeper.

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 50%
- ♦ Newspaper Advertisement 50%
- ♦ Hire Unsolicited Applicants 13%
- ♦ In-house Promotion or Transfer 100%
- ♦ EDD 38%

Other Information

Employment Type/Hours:

Full Time	82%	Temp/On Call	0%
Part Time	18%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 18%
- ♦ Female 82%

Janitors and Cleaners Except Maids and Housekeeping Cleaners

Job Description

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers. OES 670050

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 16.3%
- ◆ Growth: Slower than average

Supply / Demand Assessment

Most employers reported stable employment in this occupations during the last year. Most expect employment to remain stable over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is a little difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it a little difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (18 Vacancies)

- ◆ Promotions 11%
- ◆ Employees Leaving 17%
- ◆ New Positions 39%
- ◆ Temporary Positions 33%

Wages and Benefits

Non Union	Low	Median	High
New Hires with No Experience	\$6.00	\$7.25	\$10.32
New Hires with Experience	\$6.50	\$7.50	\$10.32
3 Years+ Experience with Firm	\$7.00	\$9.36	\$11.95
Union	Low	Median	High
New Hires with No Experience	\$7.91	\$8.62	\$11.00
New Hires with Experience	\$8.36	\$8.94	\$11.00
3 Years+ Experience with Firm	\$8.87	\$10.00	\$13.00

Benefits

- ◆ Medical Insurance 100% 15%
- ◆ Dental Insurance 92% 15%
- ◆ Vision Insurance 92% 15%
- ◆ Life Insurance 69% 8%
- ◆ Paid Sick Leave 92% 38%
- ◆ Paid Vacation 100% 38%
- ◆ Retirement Plan 85% 8%

Janitors and Cleaners Except Maids and Housekeeping Cleaners

Education

Education of most recent hires

- ♦ Less than high school 33%
- ♦ High school or equivalent 67%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
 Ability to write legibly
 Basic math skills
 Oral communication skills
 Ability to follow oral instructions

Physical Abilities:

Ability to stand continuously for 2 or more hours
 Ability to lift at least 10 lbs. repeatedly
 Physical stamina
 Ability to work rapidly

Technical:

Ability to implement safe work practices
 Understanding of cleaning compounds and solutions
 Ability to operate floor polishing equipment
 Knowledge of hazardous materials

Other Qualifications:

Ability to pay attention to detail
 Ability to work independently
 Willingness to work nights, weekends and holidays
 Willingness to work with close supervision

Computer Skills

Word Processing, Spreadsheet

Projected New Skills

Time management
 Ability to work with new cleaning equipment
 Ability to maintain cleaning equipment

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	20%	20%	47%	13%
Training as substitute for experience	20%	27%	53%	0%

Firms requiring experience prefer an average of six months to one year experience in this occupation.

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 53%
- ♦ Newspaper Advertisement 60%
- ♦ Private Employment Agencies 13%
- ♦ Hire Unsolicited Applicants 27%
- ♦ In-house Promotion or Transfer 40%
- ♦ Public school or Program referrals 13%
- ♦ EDD 33%

Other Information

Employment Type/Hours:

Full Time	77%	Temp/On Call	10%
Part Time	13%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 77%
- ♦ Female 23 %

Laborers, Landscaping and Groundskeeping

Job Description

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons. OES 790410

Wages and Benefits

Non Union

	Low	Median	High
New Hires with No Experience:	\$ 6.50	\$8.00	\$8.00
New Hires with Experience:	6.00	8.00	10.00
3 Years + Experience with Firm:	9.00	11.50	18.00

Union

	Low	Median	High
New Hires with No Experience:	\$ 8.63	\$ 9.50	\$10.01
New Hires with Experience:	9.52	10.50	11.03
3 Years + Experience with Firm:	10.24	12.16	15.50

Additional Compensation: Some non union employers offered bonuses.

Benefits

Who Pays:	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
BENEFITS				
Medical Insurance	27%		20%	
Dental Insurance	20%		20%	
Vision Insurance	20%		13%	
Life Insurance	20%		7%	
Paid Sick Leave	27%		7%	
Paid Vacation	60%		7%	
Retirement	13%		20%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 39.7%
- ♦ Growth: Much faster than average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	29%	14%
Inexperienced	7%	14%	14%	21%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 5%
- ♦ Employees Leaving 82%
- ♦ New Positions 3%
- ♦ Temporary Positions 10%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 47%
- ♦ High school or equivalent 53%

Laborers, Landscaping and Groundskeeping

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills

Physical Abilities:

Ability to lift 10-50 pounds

Able to perform strenuous, physically demanding work

Able to stand continuously for 2 or more hours

Other Qualifications:

Ability to work in a team environment

Ability to work independently

Able to work under pressure

Ability to perform routine, repetitive work

Possess good DMV driving record

Projected New Skills

Knowledge of sprinkler systems

Broad based use of power and hand tools

Knowledge of horticulture and landscaping

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Newspaper Ads	60%
♦ Employee Referrals	53%
♦ Walk-In Applicants	33%
♦ Employment Development Department	33%
♦ Word of Mouth	27%
♦ In-House Promotion or Transfer	20%
♦ School, Program Referrals	13%
♦ Trade Journals	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	60%	0%
Training as substitute for experience	80%	0%	20%

Length of Experience:

Firms requiring experience prefer an average of 12 months experience in this occupation.

Experience in other occupations:

Many firms preferred 9 months experience in a related field such as Farm, Agriculture, Construction, Plant Management, Truck Driving, Mechanic.

Other Information

Where the Jobs Are:

Landscape and Horticultural Service
Retail Nurseries and Garden Stores
Hotels and Motels
Public Facilities and Schools

Employment Type/Hours:

Full Time	93%	Temp/On Call	2%
Part Time	2%	Seasonal	2%

Gender make up of reported positions are as follows:

♦ Male	98%
♦ Female	2%

Licensed Vocational Nurses

Job Description

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions. OES 325050

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 3.7%
- ◆ Growth: Slower than average

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$9.00	\$12.47	\$15.00
New Hires with Experience	\$11.00	\$13.46	\$15.75
3 Yrs + Experience with Firm	\$11.50	\$15.00	\$16.50

Benefits

Who Pays:	Employer		Share Cost	
BENEFITS	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%	13%	33%	27%
Dental Insurance	47%	7%	13%	27%
Vision Insurance	40%	7%	20%	20%
Life Insurance	53%	13%		13%
Paid Sick Leave	87%	33%	7%	7%
Paid Vacation	93%	33%		7%
Retirement	33%	7%	20%	20%

Supply / Demand Assessment

Many employers reported stable and growth employment in this occupation during the last year. Many expect employment to remain stable and many expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	7%	7%	13%
Inexperienced	0%	13%	33%	27%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 10%
- ◆ Employees Leaving 62%
- ◆ New Positions 21%
- ◆ Temporary Positions 7 %

Education

Surveyed employers report the following education levels of recent hires:

- ◆ High school or equivalent 60%
- ◆ Associate Degree 40%

Licensed Vocational Nurses

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

English grammar and spelling skills
Legible handwriting skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills
Able to learn continually

Physical Abilities:

Ability to lift 10+ pounds
Pass a pre-employment medical exam
Able to stand continuously for 2 or more hours

Technical:

Have a California LVN license
Trained in CPR and First Aid Techniques
Knowledge of Word Processing

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Clean and neat appearance

Projected New Skills

Nursing Skills
Computer skills
Good communication skills

Recruitment

Surveyed employers report the following methods

♦ Newspaper Ads	93%
♦ Employee Referrals	67%
♦ Walk-In Applicants	47%
♦ School, Program Referrals	27%
♦ In-House Promotion or Transfer	13%
♦ Internet	13%
♦ Employment Development Department	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	27%	60%	13%
Training as substitute for experience	31%	0%	69%

Length of Experience:

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations:

Most firms will accept 9 months experience in a related field such as Certified Nurse Assistant, Psychiatric Technician, Geriatric Care.

Other Information

Where the Jobs Are:

Nursing and Personal Care Facilities
Hospitals and Clinics

Employment Type/Hours:

Full Time	75%	Temp/On Call	3%
Part Time	22%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	8%
♦ Female	92%

Loan & Credit Clerks

Job Description

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit. Does not include Loan Interviewers. OES 531210

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$7.50	\$9.00
New Hires with Experience	\$5.75	\$9.25	\$12.09
3 Years+ Experience with Firm	\$6.26	\$10.50	\$15.53

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	30%		20%			
Dental Ins	30%		10%			
Vision Ins	10%					
Life Ins	30%		10%			
Sick Leave	40%				10%	
Vacation	50%	10%			10%	
Retirement	30%		20%		10%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Small
- ◆ Projected Job Growth Rate: 0.0%
- ◆ Growth: Remain Stable

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (6 Vacancies)

- ◆ Promotions 33%
- ◆ Employees Leaving 67%
- ◆ New Positions 0%
- ◆ Temporary Positions 0%

Loan & Credit Clerks

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	20%	60%	20%
Training as substitute for experience	38%	0%	63%

Firms requiring experience prefer an average of ten months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Ability to sit continuously for 2 or more hours

Other Skills & Qualifications:

Good English grammar & spelling skills

Legible handwriting skills

Reading & comprehension skills, listening skills

Verbal communication & speaking skills

Basic math skills

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to learn continually

Ability to work effectively under pressure

Ability to perform routine, repetitive work

Ability to work in continually changing environment

Possess own vehicle and insurance

Have clean and neat appearance

Computer Skills

Word processing, Spreadsheet, Database

Desktop Publishing

Loan Industry specific software

Projected New Skills

Data Entry

Accuracy

Adding Machine

Education

Education of recent hires.

- ♦ High school or equivalent 100%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Employee Referrals
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours:

Full Time	88%	Temp/On Call	0%
Part Time	12%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 4%
- ♦ Female 96%

Where the Jobs Are

State Commercial Bank

Real Estate Agents & Managers

National Commercial Banks

Machinists

Job Description

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations. OES 891080

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$7.50	\$10.18
New Hires with Experience	\$6.00	\$10.75	\$18.00
3 Years+ Experience with Firm	\$8.00	\$13.83	\$20.00

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	57%		36%			
Dental Ins	50%		21%			
Vision Ins	29%		14%			
Life Ins	57%		7%			
Sick Leave	50%		7%			
Vacation	86%		7%			
Retirement	50%		21%			
Profit Sharing	7%					

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: 12.5%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Many employers reported stable employment in this occupation during the last year. Some expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (22 Vacancies)

- ♦ Promotions 0%
- ♦ Employees Leaving 64%
- ♦ New Positions 27%
- ♦ Temporary Positions 9%

Machinists

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	50%	43%	7%
Training as substitute for experience	46%	0%	54%

Firms requiring experience prefer an average of twenty seven months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Ability to lift at least 50 pounds
 Ability to perform strenuous, physically demanding work
 Ability to stand continuously for 2 or more hours
 Pass drug screening.

Flexibility:

Willingness to work flexible hours
 Willingness to work more than 40 hours/week
 Be willing to participate in drug testing

Other Skills & Qualifications:

Reading & comprehension skills
 Listening skills
 Verbal communication & speaking
 Ability to work effectively in teamwork environment
 Ability to work well independently & to learn continually
 Ability to work effectively under pressure
 Ability to perform routine, repetitive work
 Have good DMV driving record.

Technical Skills

Blueprint reading
 Familiar with lathe, mill and grinder
 Basic and advanced math

Computer Skills

Virtual Gibbs
 CNC Programs

Projected New Skills

CNC Programming

Education

Education of recent hires.

- ♦ Less than high school 7%
- ♦ High school or equivalent 93%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisement
- ♦ Word-of-Mouth

Other Information

Employment Type/Hours:

Full Time	98%	Temp/On Call	1%
Part Time	1%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 95%
- ♦ Female 5%

Where The Jobs Are

Industrial Furnaces and Ovens
 Industrial Machinery
 General Industry Machinery

Maids and Housekeeping Cleaners

Job Description

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

OES 670020

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 22%
- ◆ Growth: Average

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$5.75	\$6.13	\$7.50
New Hires with Experience	\$5.75	\$6.50	\$9.50
3 Years+ Experience with Firm	\$6.00	\$7.45	\$9.50

Benefits

	Full Time	Part Time
◆ Medical Insurance	67%	22%
◆ Dental Insurance	44%	22%
◆ Vision Insurance	0%	0%
◆ Life Insurance	33%	22%
◆ Paid Sick Leave	22%	78%
◆ Paid Vacation	89%	78%
◆ Retirement Plan	11%	11%

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is a little difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is a little difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (63 Vacancies)

◆ Promotions	5%
◆ Employees Leaving	49%
◆ New Positions	0%
◆ Temporary Positions	46%

Maids and Housekeeping Cleaners

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	0%	25%	50%	25%
Training as substitute for experience	25%	25%	50%	0%

Firms requiring experience prefer an average of three months to one year experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions

Oral communication skills

Ability to follow oral instructions

Physical Abilities:

Ability to stand continuously for 2 or more hours

Physical stamina, ability to work rapidly

Ability to lift at least 10 lbs. repeatedly

Technical:

Understanding of cleaning compounds and solutions

Ability to implement safe work practices

Ability to operate commercial vacuum cleaners

Other Qualifications:

Willingness to work with close supervision

Willingness to work part-time

Willingness to work nights, weekends and holidays

Ability to work independently

Ability to pay attention to detail

Customer service skills

Projected New Skills

Driver's License, Good driving record

Education

Education of recent hires.

- ♦ Less than high school 48%
- ♦ High school or equivalent 33%
- ♦ Some college but no degree 19%

Recruitment

Recruitment methods include the following

- ♦ Employee's Referral 88%
- ♦ Newspaper Advertisement 75%
- ♦ Private Employment Agencies 6%
- ♦ Hire Unsolicited Applicants 44%
- ♦ In-house Promotion or Transfer 19%
- ♦ Public school or Program referrals 19%
- ♦ EDD 50%

Other Information

Employment Type/Hours:

Full Time	35%	Temp/On Call	2%
Part Time	59%	Seasonal	5%

Gender make up of reported positions are as follows:

- ♦ Male 18%
- ♦ Female 82%

Maintenance Repairers - General Utility

Job Description

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors or stairs. OES 851320

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$8.00	\$8.55	\$12.20
New Hires with Experience	\$6.50	\$9.09	\$13.50
3 Yrs + Experience with Firm	\$9.00	\$11.87	\$18.00

Additional Compensation: A few employers offered bonuses.

Benefits

Who Pays:	Employer		Share Cost	
BENEFITS	Full Time	Part Time	Full Time	Part Time
Medical Insurance	40%		47%	
Dental Insurance	33%		20%	
Vision Insurance	27%			
Life Insurance	27%		27%	
Paid Sick Leave	53%			
Paid Vacation	93%			
Retirement	13%		33%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 24.5%
- ♦ Growth: Faster than average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Almost all expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	7%	33%	13%
Inexperienced	0%	7%	13%	20%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 10%
- ♦ Employees Leaving 60%
- ♦ New Positions 30%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 13%
- ♦ High school or equivalent 87%

Maintenance Repairers - General Utility

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills
Able to learn continually
Verbal communication and speaking skills

Physical Abilities:

Ability to lift 10-50 pounds
Able to perform strenuous, physically demanding work
Able to stand continuously for 2 or more hours

Technical:

A variety of mechanical and construction skills
Computer skills

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Possess good DMV driving record
Able to work occasional periods of overtime

Projected New Skills

Hot Tub Maintenance
Machine and Engine Maintenance
Attention to detail

Emerging Occupations

More computer controlled devices to be serviced

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Newspaper Ads	80%
♦ Employee Referrals	60%
♦ In-House Promotion or Transfer	47%
♦ Employment Development Department	33%
♦ Walk-In Applicants	27%
♦ School, Program Referrals	13%
♦ Internet	13%
♦ Private Employment Agencies	7%
♦ Word of Mouth	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	60%	40%	0%
Training as substitute for experience	80%	0%	20%

Length of Experience:

Firms requiring experience prefer an average of 14 months experience in this occupation.

Experience in other occupations:

Most firms will accept 11 months experience in specific trades such as Plumbing, Electrical, Carpentry.

Other Information

Where the Jobs Are:

Sawmills and Planing Mills
Hotels and Motels
Elementary and Secondary Schools
Local Government
Logging
Real Estate Agents and Managers
Miscellaneous Business Services

Employment Type/Hours:

Full Time	96%	Temp/On Call	0%
Part Time	4%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	99%
♦ Female	1%

Marketing, Advertising and Public Relations Managers

Job Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

OES 130110

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 33.3%
- ◆ Growth: Much faster than average

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$7.46	\$8.00	\$15.82
New Hires with Experience	\$7.77	\$13.00	\$21.58
3 Years+ Experience with Firm	\$9.02	\$16.19	\$23.44

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to grow over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is very difficult to find inexperienced applicants.

Benefits

Who Pays:	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	40%		60%			
Dental Ins	40%		40%			
Vision Ins	20%		40%			
Life Ins	50%		30%			
Sick Leave	60%		10%			
Vacation	90%					
Retirement	40%		50%			
Other	10%					

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (4 Vacancies)

- ◆ Promotions 0%
- ◆ Employees Leaving 50%
- ◆ New Positions 50%
- ◆ Temporary Positions 0%

Marketing, Advertising and Public Relations Managers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	70%	30%	0%
Training as substitute for experience	30%	0%	70%

Firms requiring experience prefer an average of fifteen months experience in this occupation. Some firms will accept one to three years bookkeeping experience.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Pass drug screening exam

Ability to sit continuously for 2 or more hours.

Flexibility:

Willingness to work occasional overtime

Willingness to work weekends.

Other Skills & Qualifications:

English grammar & spelling

Reading & comprehension, listening skills

Verbal communication & speaking skills

Ability to work effectively in team environment

Ability to work well independently

Ability to work in continually changing environment

Ability to learn continually

Ability to work under pressure

Possess own vehicle and insurance

Have clean & neat appearance

Basic math, legible handwriting skills

Possess good DMV driving record.

Computer Skills

Word processing, Spreadsheet

Database, Desktop Publishing

Projected New Skills

Design Knowledge

Education

Education of recent hires.

- ♦ High school or equivalent 60%
- ♦ Bachelor degree 40%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Trade Journals
- ♦ Employment Development Department

Other Information

Employment Type/Hours:

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 33%
- ♦ Female 67%

Where The Jobs Are

Wineries

Department Stores

Eating Places

Junior Colleges

Medical Assistants

Job Description

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties. OES 660050

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 22.2%
- ◆ Growth: Average

Wages and Benefits

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$8.00	\$9.00
New Hires with Experience	\$7.00	\$10.00	\$12.00
3 Years+ Experience with Firm	\$9.00	\$11.00	\$13.00

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Many expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (9 Vacancies)

- ◆ Promotions 8%
- ◆ Employees Leaving 54%
- ◆ New Positions 23%
- ◆ Temporary Positions 15%

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	60%	20%	7%	13%		
Dental Ins	33%	13%				
Vision Ins	20%					
Life Ins	20%					7%
Sick Leave	67%	40%				
Vacation	73%	40%				
Retirement	40%	13%			7%	7%
Bereavement		7%				

Medical Assistants

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	53%	40%	7%
Training as substitute for experience	50%	0%	50%

Firms requiring experience prefer an average of eight months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Excellent vision and hearing

Ability to stand continuously for 2 or more hours

Flexibility:

Willingness to work part-time.

Other Skills & Qualifications:

Good English grammar & spelling skills

Legible handwriting Reading & comprehension skills

Listening skills

Verbal communication & speaking, basic math

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to learn continually

Ability to work effectively under pressure

Have clean and neat appearance

Trained in CPR/First Aid.

Computer Skills

Word processing, Database, Industry Specific software

Projected New Skills

Sterilization Techniques, CPR/First Aide

Education

Education of recent hires.

- ♦ Associate Degree 13%
- ♦ High school or Equivalent 87%

Recruitment

Top three recruitment methods include the following:

- ♦ Employee Referrals
- ♦ Newspaper Advertisement
- ♦ School, Program Referrals

Other Information

Employment Type/Hours:

Full Time	53%	Temp/On Call	2%
Part Time	44%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 9%
- ♦ Female 91%

Where the Jobs Are

Offices & Clinics of Medical Doctor

Specialty Outpatient Clinics

Medical Secretaries

Job Description

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments. OES 551050

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
- ◆ Projected Job Growth Rate: 6.9%
- ◆ Growth: Slower than average

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$6.00	\$7.50	\$9.50
New Hires with Experience	\$7.00	\$9.00	\$10.00
3 Yrs + Experience with Firm	\$7.50	\$10.24	\$15.00

Additional Compensation: A few employers give yearly bonuses.

Benefits

Who Pays:	Employer		Share Cost	
BENEFITS	Full Time	Part Time	Full Time	Part Time
Medical Insurance	47%	7%	13%	7%
Dental Insurance	20%		13%	13%
Vision Insurance	13%	7%	7%	7%
Life Insurance	27%			
Paid Sick Leave	53%	13%	13%	7%
Paid Vacation	73%	20%	13%	
Retirement	33%	13%	27%	7%

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	0%	7%	0%
Inexperienced	13%	7%	53%	13%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 10%
- ◆ Employees Leaving 50%
- ◆ New Positions 10%
- ◆ Temporary Positions 30%

Education

Surveyed employers report the following education levels of recent hires:

- ◆ Less than high school 7%
- ◆ High school or equivalent 93%

Medical Secretaries

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Command of the English language
Legible handwriting skills
Listening skills
Verbal communication and speaking skills
Basic math skills

Physical Abilities:

Ability to sit continuously for 2 or more hours

Technical:

Telephone answering skills
Word Processing skills

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Able to work under pressure
Willingness to work occasional periods of overtime
Clean and neat appearance

Projected New Skills

Medical Knowledge
More computer knowledge

Emerging Occupations

Radiologic Technologists
Computerized Billing

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Employee Referrals	87%
♦ Newspaper Ads	80%
♦ Walk-In Applicants	40%
♦ In-House Promotion or Transfer	13%
♦ Word of Mouth	13%
♦ School, Program Referrals	7%
♦ Internet	7%
♦ Colleges/Universities	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	13%	87%	0%
Training as substitute for experience	73%	0%	27%

Length of Experience:

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations:

Most firms will accept 6 months experience in a related field such as Medical Field, Bookkeeping/Secretarial.

Other Information

Where the Jobs Are:

Offices & Clinics of Medical Doctors
Offices of Other Health Practitioners

Employment Type/Hours:

Full Time	72%	Temp/On Call	4%
Part Time	23%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	2%
♦ Female	98%

Nurse Practitioners

Job Description

Nurse Practitioners provide general medical care and treatment to patients in medical facility, such as clinic, health center, or public health agency, under the direction of a physical. DOT 075264999

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$19.22	\$23.00	\$24.87
New Hires with Experience	\$19.22	\$25.00	\$29.00
3 Years+ Experience with Firm	\$20.00	\$27.50	\$32.52

Benefits

	Full Time	Part Time
♦ Medical Insurance	73%	27%
♦ Dental Insurance	18%	18%
♦ Vision Insurance	18%	9%
♦ Life Insurance	27%	9%
♦ Paid Sick Leave	73%	18%
♦ Paid Vacation	73%	18%
♦ Retirement Plan	64%	9%

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: INA
- ♦ Projected Job Growth Rate: INA
- ♦ Growth: INA

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next three years. Some expect employment to grow over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is a little difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is a little difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (2 Vacancies)

- ♦ Promotions 0%
- ♦ Employees Leaving 50%
- ♦ New Positions 50%
- ♦ Temporary Positions 0%

Nurse Practitioners

Education

Education of recent hires.

- ♦ Bachelor degree (4 years) 50%
- ♦ Graduate study 50%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Verbal communication skills
 Ability to work as part of a team
 Ability to work independently
 English grammar and spelling skills
 Writing skills
 Basic mathematical skills

Physical Abilities:

Ability to pass pre-employment medical exam

Technical: Not available for this occupation

Other Qualifications:

Record keeping skills
 Multi-cultural familiarity
 Ability to handle crisis situation
 Attention to detail
 Ability to work under pressure
 Organizational and time management skills
 Problem solving skills
 Public contact skills

Computer Skills

Word Processing, Basic Level Computer Skills

Projected New Skills

Prenatal and OB
 Endometriac Biopsy
 Case Management

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	42%	50%	8%	0%
Training as substitute for experience	8%	0%	58%	33%

Firms requiring experience prefer an average of one to two years experience in this occupation. They also require a Nurse Practitioner License.

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 75%
- ♦ Newspaper Advertisement 83%
- ♦ Private Employment Agencies 8%
- ♦ Hire Unsolicited Applicants 25%
- ♦ In-house Promotion or Transfer 8%
- ♦ Public school or Program referrals 25%
- ♦ Private School Referrals 8%
- ♦ EDD 8%

Other Information

Employment Type/Hours:

Full Time	43%	Temp/On Call	0%
Part Time	57%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 17%
- ♦ Female 83%

Pharmacy Technicians

Job Description

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. OES 325180

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Small
- ◆ Projected Job Growth Rate: 0.0%
- ◆ Growth: Remain Stable

Wages and Benefits

Non Union	Low	Median	High
New Hires No Experience	\$6.00	\$7.50	\$9.73
New Hires w/ Experience	\$7.00	\$10.00	\$10.60
3Years+Experience w/ Firm	\$11.00	\$12.14	\$15.00
Union	Low	Median	High
New Hires No Experience	\$8.00	\$10.50	\$11.50
New Hires w/ Experience	\$9.00	\$11.17	\$12.75
3Years+Experience w/ Firm	\$12.00	\$12.88	\$13.50

Benefits

Responding firms reported	Employer		Share Cost		Employee	
	FT	PT	FT	PT	FT	PT
Medical Ins	69%	23%	15%	8%		
Dental Ins	69%	23%	8%	8%		
Vision Ins	54%	15%	8%	8%	8%	
Life Ins	31%	15%				
Sick Leave	46%	15%				
Vacation	77%	15%				
Retirement	62%	23%	8%	8%		
Profit Sharing	8%					

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (9 Vacancies)

- ◆ Promotions 0%
- ◆ Employees Leaving 56%
- ◆ New Positions 44%
- ◆ Temporary Positions 0%

Pharmacy Technicians

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	31%	46%	23%
Training as substitute for experience	60%	0%	40%

Firms requiring experience prefer an average of ten months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Possess excellent hearing and vision, ability to stand continuously for 2 or more hours, pass drug screening exam and pre-employment medical exam.

Flexibility:

Willingness to participate in drug testing
Willingness to work occasional overtime, weekends, and part-time.

Other Skills & Qualifications:

Good English grammar & spelling skills
Legible handwriting
Reading & comprehension skills
Listening skills
Verbal communication & speaking skills
Basic math skills
Ability to work effectively in teamwork environment
Ability to work well independently
Ability to learn continually
Ability to work effectively under pressure
Ability to perform routine, repetitive work
Have clean and neat appearance.

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Keyboard/Computer

Education

Education of recent hires.

- ♦ Less than high school 8%
- ♦ High school or equivalent 92%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Employee Referrals
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours:

Full Time	69%	Temp/On Call	0%
Part Time	31%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 3%
- ♦ Female 97%

Where the Jobs Are

Drug Stores
Proprietary Store

Physical Therapy Aides

Job Description

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist.
OES 660172

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
- ◆ Projected Job Growth Rate: 25.0%
- ◆ Growth: Faster than average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. All expect employment to remain stable over the next three years.

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$5.75	\$6.63	\$7.00
New Hires with Experience	\$6.00	\$7.23	\$9.00
3 Years+ Experience with Firm	\$7.40	\$9.00	\$10.00

How difficult is it to find applicants?

Experienced:

Employers report it is a little difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is a little difficult to find inexperienced applicants.

Benefits

	Full Time	Part Time
◆ Medical Insurance	100%	25%
◆ Dental Insurance	50%	0%
◆ Vision Insurance	0%	0%
◆ Life Insurance	0%	0%
◆ Paid Sick Leave	100%	25%
◆ Paid Vacation	100%	25%
◆ Retirement Plan	0%	0%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (1 Vacancy)

◆ Promotions	0%
◆ Employees Leaving	0%
◆ New Positions	0%
◆ Temporary Positions	100%

Physical Therapy Aides

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	0%	50%	25%	25%
Training as substitute for experience	0%	50%	50%	0%

Firms requiring experience prefer an average of six months experience in this occupation. Some firms will accept an average of five months experience as a Certified Nursing Assistant.

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions'
 Ability to write legibly
 Oral communication skills
 Ability to follow oral instructions

Physical Abilities:

Ability to pass pre-employment medical exam
 Physical stamina
 Manual dexterity
 Ability to stand continuously for 2 or more hours

Technical:

Knowledge of geriatrics
 Knowledge of orthopedic care
 Ability to maintain progress notes/treatment summaries
 Ability to detect complications in patients
 General clerical skills, ability to write effectively

Other Qualifications:

Ability to motivate others
 High standards of personal cleanliness
 Willingness to work with close supervision
 Willingness to work part time
 Ability to pay attention to detail
 Customer service skills

Education

Education of recent hires.

- ♦ High school or equivalent 100%

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 100%
- ♦ Newspaper Advertisement 75%
- ♦ Private Employment Agencies 25%
- ♦ Hire Unsolicited Applicants 25%
- ♦ In-house Promotion or Transfer 50%
- ♦ Public school or Program referrals 50%
- ♦ EDD 50%

Other Information

Employment Type/Hours:

Full Time	50%	Temp/On Call	0%
Part Time	50%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 0%
- ♦ Female 100%

Physical Therapy Assistants

Job Description

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patients records.

OES 660171

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
- ◆ Projected Job Growth Rate: 25.0%
- ◆ Growth: Faster than average

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$10.00	\$15.00	\$16.50
New Hires with Experience	\$12.00	\$16.51	\$18.50
3 Years+ Experience with Firm	\$17.50	\$19.08	\$20.00

Supply / Demand Assessment

Most employers reported stable employment and many reported growth in this occupation during the last year. Most expect employment to grow over the next three years. Many expect it to remain stable.

How difficult is it to find applicants?

Experienced:

Employers report it is somewhat difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is somewhat difficult to find inexperienced applicants.

Benefits

	Full Time	Part Time
◆ Medical Insurance	100%	40%
◆ Dental Insurance	60%	40%
◆ Vision Insurance	20%	20%
◆ Life Insurance	0%	0%
◆ Paid Sick Leave	100%	60%
◆ Paid Vacation	100%	60%
◆ Retirement Plan	40%	40%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (7 Vacancies)

◆ Promotions	0%
◆ Employees Leaving	29%
◆ New Positions	29%
◆ Temporary Positions	42%

Physical Therapy Assistants

Education

Education of recent hires.

- ♦ High school or equivalent 14%
- ♦ Associate degree (2 years) 86%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
 Ability to write legibly and effectively
 Oral communication skills
 Ability to follow oral instructions
 Basic math skills

Physical Abilities:

Physical stamina, manual dexterity

Technical:

Knowledge of physiology
 Knowledge of anatomy and neurology
 Understanding of cardi-pulmonary diseases
 Knowledge of geriatrics
 Knowledge of orthopedic care
 Knowledge of pathology
 Knowledge of sports medicine
 Ability to apply transferring techniques moving patients
 Ability to maintain progress notes/treatment summaries
 Possession of a Physical Therapist Assistant Certificate
 Ability to detect complications in patients

Other Qualifications:

Ability to motivate others
 High standards of personal cleanliness
 Willingness to work with close supervision
 Ability to work independently
 Ability to pay attention to detail
 Customer service skills

Computer Skills

Word Processing

Projected New Skills

Continued Education
 Computer Skills

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	0%	60%	20%	20%
Training as substitute for experience	20%	40%	40%	0%

Firms requiring experience prefer an average of two years experience in this occupation. Most also require a Physical Therapy Assistant license.

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 80%
- ♦ Newspaper Advertisement 40%
- ♦ Private Employment Agencies 20%
- ♦ Hire Unsolicited Applicants 20%
- ♦ In-house Promotion or Transfer 20%
- ♦ Public school or Program referrals 100%
- ♦ Private School Referrals 40%
- ♦ EDD 40%

Other Information

Employment Type/Hours:

Full Time	67%	Temp/On Call	11%
Part Time	22%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 56%
- ♦ Female 44%

Registered Nurses

Job Description

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.
OES 325020

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 15.6%
- ◆ Growth: Slower than average

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$9.50	\$13.60	\$17.00
New Hires with Experience	\$10.00	\$15.00	\$18.00
3 Years+ Experience with Firm	\$11.50	\$18.97	\$23.09

Supply / Demand Assessment

Many employers reported stable employment and many reported growth in this occupation during the last year. Many expect employment to remain stable over the next three years and many expected employment to grow over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is somewhat difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is a little difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (14 Vacancies)

- ◆ Promotions 29%
- ◆ Employees Leaving 57%
- ◆ New Positions 14%
- ◆ Temporary Positions 0%

Benefits

	Full Time	Part Time
◆ Medical Insurance	100%	33%
◆ Dental Insurance	100%	33%
◆ Vision Insurance	89%	33%
◆ Life Insurance	78%	11%
◆ Paid Sick Leave	89%	22%
◆ Paid Vacation	89%	22%
◆ Retirement Plan	67%	11%

Registered Nurses

Education

Education of recent hires.

- ♦ Associate degree (2 years) 57%
- ♦ Bachelor degree (4 years) 43%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Ability to write effectively
 Basic math skills

Physical Abilities:

Ability to pass pre-employment medical exam
 Ability to lift and move patients

Technical:

Ability to follow medical record control procedures
 Ability to administer injections
 Understanding of aseptics
 Ability to take charge and handle major emergencies
 Ability to set priorities quickly
 Ability to accurately record and report information
 Ability to take vital signs
 Ability to assist with examinations
 Ability to analyze data to solve problems
 Knowledge of medical terminology

Other Qualifications:

Ability to work as part of a team
 Understanding of a variety of cultures
 Ability to work under pressure
 Ability to work independently
 Good grooming skills
 Possession of a good work record
 Possession of a clean police record
 Leadership skills

Computer Skills

Word Processing

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	22%	56%	11%	11%
Training as substitute for experience	11%	33%	33%	22%

Firms requiring experience prefer an average of one year experience in this occupation. They also required a Registered Nurses License.

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 89%
- ♦ Newspaper Advertisement 89%
- ♦ Private Employment Agencies 11%
- ♦ Hire Unsolicited Applicants 56%
- ♦ In-house Promotion or Transfer 89%
- ♦ Public school or Program referrals 44%
- ♦ Private School Referrals 22%
- ♦ EDD 33%

Other Information

Employment Type/Hours:

Full Time	56%	Temp/On Call	28%
Part Time	13%	Seasonal	3%

Gender make up of reported positions are as follows:

- ♦ Male 10%
- ♦ Female 90%

Salespersons - Retail (Except Vehicle Sales)

Job Description

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers. OES 490112

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.50	\$8.50
New Hires with Experience	\$6.25	\$7.50	\$9.30
3 Yrs + Experience with Firm	\$6.50	\$9.00	\$12.00

Additional Compensation: A few employers offered commissions. Some employers give discounts.

Benefits

Who Pays:	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
BENEFITS				
Medical Insurance	13%		67%	27%
Dental Insurance			67%	20%
Vision Insurance	7%	7%	40%	13%
Life Insurance	27%	7%	33%	13%
Paid Sick Leave	40%	13%	13%	7%
Paid Vacation	67%	20%	7%	7%
Retirement	7%	7%	73%	40%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 24.9%
- ♦ Growth: Faster than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	7%	7%
Inexperienced	13%	20%	33%	20%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 6%
- ♦ Employees Leaving 73%
- ♦ New Positions 7%
- ♦ Temporary Positions 14%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 40%
- ♦ High school or equivalent 60%

Salespersons - Retail (Except Vehicle Sales)

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills
Able to learn continually
Verbal communication and speaking skills
Basic math skills

Physical Abilities:

Ability to lift 10 pounds
Able to stand continuously for 2 or more hours

Technical:

Ability to make change

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Willingness to work weekends
Clean and neat appearance

Projected New Skills

Use of hand held scanner
In House Sales Training
Knowledge of products

Emerging Occupations

Emerging Technology

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Walk-In Applicants	60%
♦ Employee Referrals	47%
♦ Newspaper Ads	40%
♦ Word of Mouth, Networking	33%
♦ In-House Promotion or Transfer	70%
♦ Employment Development Department	20%
♦ Private Employment Agencies	7%
♦ School, Program Referrals	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	13%	60%	27%
Training as substitute for experience	73%	0%	27%

Length of Experience:

Firms requiring experience prefer an average of 11 months experience in this occupation.

Experience in other occupations:

Most firms will accept 9 months experience in a related field such as Retail Sales, Cashier, Stocker or knowledge of products being sold.

Other Information

Where the Jobs Are:

Bakery Products
Miscellaneous Shopping Goods Stores
Department Stores
Eating and Drinking Places

Employment Type/Hours:

Full Time	52%	Temp/On Call	4%
Part Time	44%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	37%
♦ Female	63%

Secretaries, Except Legal & Medical

Job Description

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. OES 551080

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 20.4%
- ◆ Growth: Average

Wages and Benefits

Non Union	Low	Median	High
New Hires No Experience	\$5.75	\$8.00	\$12.63
New Hires w/ Experience	\$6.75	\$9.89	\$12.63
3Years+Experience w/ Firm	\$8.00	\$10.80	\$13.99
Union	Low	Median	High
New Hires No Experience	\$8.00	\$8.35	\$9.56
New Hires w/ Experience	\$8.87	\$9.75	\$11.49
3Years+Experience w/ Firm	\$9.31	\$11.00	\$12.67

Supply / Demand Assessment

Many employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (9 Vacancies)

- ◆ Promotions 33%
- ◆ Employees Leaving 11%
- ◆ New Positions 33%
- ◆ Temporary Positions 22%

Benefits

Responding	Employer		Share Cost		Employee	
firms reported	FT	PT	FT	PT	FT	PT
Medical Ins	87%			7%	7%	7%
Dental Ins	80%	7%			7%	7%
Vision Ins	67%	7%			7%	7%
Life Ins	33%	7%				
Sick Leave	87%	20%				
Vacation	93%	20%				
Retirement	40%		27%	13%		
Profit Sharing	7%					

Secretaries, Except Legal & Medical

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	20%	73%	7%
Training as substitute for experience	57%	0%	43%

Firms requiring experience prefer an average of fifteen months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Possess excellent hearing and vision
Ability to sit continuously for 2 or more hours
Pass pre-employment medical exam

Other Skills & Qualifications:

Good English grammar & spelling skills
Legible handwriting
Reading & comprehension skills, listening skills
Verbal communication & speaking
Basic math skills
Ability to work effectively in teamwork environment
Ability to work well independently
Ability to learn continually
Ability to work effectively under pressure
Ability to perform routine, repetitive work
Ability to effectively delegate work and supervise staff
Ability to work in continually changing environment
Have clean and neat appearance

Computer Skills

Word processing, Spreadsheet
Database and Desktop Publishing

Projected New Skills

Bilingual (Spanish)
Organizational
Self-motivated

Education

Education of recent hires.

♦ High school or equivalent 100%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ In-House Promotion or Transfer
- ♦ Employee Referrals

Other Information

Employment Type/Hours:

Full Time	75%	Temp/On Call	2%
Part Time	23%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 0%
- ♦ Female 100%

Where the Jobs Are

Elementary & Secondary Schools
Local Government
Junior Colleges
A wide variety of businesses and agencies

Stock Clerks - Sales Floor

Job Description

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, rack, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

OES 490210

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 23.1%
- ◆ Growth: Faster than average

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$5.75	\$6.00	\$7.65
New Hires with Experience	\$5.75	\$7.00	\$10.21
3 Years+ Experience with Firm	\$6.00	\$8.00	\$16.83

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Many expect employment to remain stable over the next three years and many expect growth over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is somewhat difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is somewhat difficult to find inexperienced applicants.

Benefits

	Full Time	Part Time
◆ Medical Insurance	81%	19%
◆ Dental Insurance	69%	19%
◆ Vision Insurance	56%	19%
◆ Life Insurance	50%	19%
◆ Paid Sick Leave	56%	38%
◆ Paid Vacation	88%	38%
◆ Retirement Plan	69%	13%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (103 Vacancies)

◆ Promotions	24%
◆ Employees Leaving	59%
◆ New Positions	12%
◆ Temporary Positions	5%

Stock Clerks - Sales Floor

Education

Education of recent hires.

- ♦ High school or equivalent 97%
- ♦ Some college but no degree 3%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Basic math skills

Physical Abilities:

Ability to stand continuously for 2 or more hours

Technical:

Cash handling skills
 Understanding of inventory techniques
 Ability to stock shelves
 Ability to set priorities quickly

Other Qualifications:

Ability to work as part of a team
 Ability to work independently
 Ability to use time effectively
 Customer service skills
 Ability to pay attention to detail
 Willingness to work mornings, weekends, and holidays
 Possession of a clean police record
 Good grooming skills

Computer Skills

Spreadsheet, Word Processing, Database
 Desktop Publishing, Basic Computer Skills

Projected New Skills

Superior customer service
 Knowledge of new products
 Willingness to learn computers

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	0%	35%	41%	24%
Training as substitute for experience	29%	18%	41%	12%

Firms requiring experience prefer an average of six months to one year experience in this occupation or in a related retail occupation

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 76%
- ♦ Newspaper Advertisement 41%
- ♦ Private Employment Agencies 12%
- ♦ Hire Unsolicited Applicants 65%
- ♦ In-house Promotion or Transfer 41%
- ♦ Public school or Program referrals 29%
- ♦ Private School Referrals 18%
- ♦ EDD 29%
- ♦ Union Hall Referrals 12%

Other Information

Employment Type/Hours:

Full Time	57%	Temp/On Call	0%
Part Time	43%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 51%
- ♦ Female 49%

Stock Clerks - Stockroom, Warehouse, Storage Yard

Job Description

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking. OES 580230

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 8.3%
- ◆ Growth: Slower than average

Wages and Benefits

Non Union	Low	Median	High
New Hires No Experience	\$6.00	\$6.30	\$8.50
New Hires w/ Experience	\$6.00	\$7.00	\$8.50
3Years+Experience w/ Firm	\$7.00	\$8.50	\$16.88
Union	Low	Median	High
New Hires No Experience	\$8.70	\$8.70	\$8.70
New Hires w/ Experience	\$8.34	\$8.70	\$16.88
3Years+Experience w/ Firm	\$10.14	\$16.88	\$16.88

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	80%	20%	13%			
Dental Ins	73%	20%	7%			
Vision Ins	53%	13%	7%			
Life Ins	53%	7%				
Sick Leave	67%	13%				
Vacation	80%	27%				
Retirement	53%	13%			7%	
Profit Sharing	7%				7%	

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (28 Vacancies)

- ◆ Promotions 4%
- ◆ Employees Leaving 14%
- ◆ New Positions 46%
- ◆ Temporary Positions 36%

Stock Clerks - Stockroom, Warehouse, Storage Yard

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	27%	27%	47%
Training as substitute for experience	38%	0%	63%

Firms requiring experience prefer an average of sixteen months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Ability to lift at least 50 pounds
Ability to perform strenuous, physically demanding work
Ability to stand continuously for 2 or more hours
Pass drug screening exam
Pass pre-employment medical exam.

Flexibility:

Willingness to work weekends, part-time, and nights
Willingness to work more than 40 hrs/week
Willingness to participate in drug testing.

Other Skills & Qualifications:

Legible handwriting
Verbal communication & speaking skills
Basic math skills
Ability to work effectively in teamwork environment
Ability to work well independently
Ability to work effectively under pressure
Ability to perform routine, repetitive work
Possess good DMV driving record
Have clean and neat appearance.

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Purchasing, Inventory

Education

Education of recent hires.

♦ Less than high school	20%
♦ High school or equivalent	73%
♦ Bachelor Degree	7%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisement
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours:

Full Time	56%	Temp/On Call	0%
Part Time	44%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	59%
♦ Female	41%

Where the Jobs Are

Reconstituted Wood Products
Industrial Machinery
Lumber & Other Building Materials
Grocery Stores
Local Government

Teachers, Kindergarten

Job Description

Kindergarten Teachers teach elemental, natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification. OES 313040

Wages and Benefits

Non Union	Low	Median	High
New Hires with No Experience	\$7.48	\$10.55	\$12.08
New Hires with Experience	\$8.63	\$10.55	\$12.08
3Years + Experience with Firm	\$10.36	\$10.55	\$12.08
Union	Low	Median	High
New Hires with No Experience	\$11.48	\$12.58	\$15.16
New Hires with Experience	\$11.48	\$14.06	\$18.53
3 Years + Experience with Firm	\$12.74	\$15.84	\$20.02

Benefits

♦ Medical Insurance	100%	36%
♦ Dental Insurance	93%	36%
♦ Vision Insurance	93%	36%
♦ Life Insurance	50%	7%
♦ Paid Sick Leave	93%	14%
♦ Paid Vacation	29%	14%
♦ Retirement Plan	79%	50%
♦ Child Care	7%	0%

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 25.0%
- ♦ Growth: Faster than average

Supply / Demand Assessment

Most employers reported stable employment in this occupations during the last year. Many reported growth in the last year. Almost all expect employment over the next three years to remain stable.

How difficult is it to find applicants?

Experienced:

Employers report it is a little difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it somewhat difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (21 Vacancies)

♦ Promotions	10%
♦ Employees Leaving	14%
♦ New Positions	76%
♦ Temporary Positions	0%

Teachers, Kindergarten

Education

Education of most recent hires.

- ♦ Bachelor degree (4 years) 29%
- ♦ Graduate study 71%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
 Ability to write legibly and effectively
 Basic math skills
 Oral communication skills

Technical:

Oral reading skills
 Problem solving skills
 Ability to operate audiovisual equipment
 Artistic including musical skills
 Supervisory and classroom management skills
 Record keeping skills
 Ability to administer emergency first aid
 Ability to apply principles of recreation

Other Qualifications:

Ability to exercise patience
 Possession of a clean police record
 Ability to assess emergency situations
 Ability to set priorities quickly
 Good grooming skills
 Ability to work as part of a team
 Ability to work independently
 Organizational skills
 Understanding of a variety of cultures
 Public contact skills

Computer Skills

Word processing, spreadsheet, database, desktop publishing

Projected New Skills

Special Needs student training
 Computer skills
 Continuing education

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	13%	40%	27%	20%
Training as substitute for experience	13%	20%	33%	33%

Firms requiring experience prefer an average of one year experience in this occupation. Almost all employers also require a Teaching Credential.

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 27%
- ♦ Newspaper Advertisement 87%
- ♦ Private Employment Agencies 7%
- ♦ Hire Unsolicited Applicants 20%
- ♦ In-house Promotion or Transfer 47%
- ♦ Public school or Program referrals 67%
- ♦ Private School Referrals 40%
- ♦ EDD 13%
- ♦ Dept of Ed., Colleges & Universities 40%

Other Information

Employment Type/Hours:

Full Time	92%	Temp/On Call	0%
Part Time	8%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 5%
- ♦ Female 95%

Teachers, Preschool

Job Description

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

OES 313030

Wages and Benefits

Non Union	Low	Median	High
New Hires with No Experience	\$5.75	\$7.00	\$8.00
New Hires with Experience	\$6.30	\$8.00	\$10.00
3Years + Experience with Firm	\$8.00	\$8.50	\$13.00
Union	Low	Median	High
New Hires with No Experience	\$10.06	\$14.86	\$28.20
New Hires with Experience	\$11.16	\$15.66	\$33.30
3 Years+ Experience with Firm	\$12.34	\$18.71	\$36.86

Benefits

♦ Medical Insurance	78%	33%
♦ Dental Insurance	67%	33%
♦ Vision Insurance	67%	33%
♦ Life Insurance	22%	11%
♦ Paid Sick Leave	89%	33%
♦ Paid Vacation	78%	33%
♦ Retirement Plan	67%	33%
♦ Child Care	22%	22%

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate:
- ♦ Growth:

Current growth information is not available because of continuous changes in the industry.

Supply / Demand Assessment

Almost all employers reported stable employment in this occupations during the last year. Most expect employment over the next three years to remain stable. Some expect it to grow.

How difficult is it to find applicants?

Experienced:

Employers report it is somewhat difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it somewhat difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (6 Vacancies)

♦ Promotions	0%
♦ Employees Leaving	67%
♦ New Positions	17%
♦ Temporary Positions	17%

Teachers, Preschool

Education

Education of most recent hires

- ♦ Some college but no degree 67%
- ♦ Associate degree (2 years) 17%
- ♦ Graduate study 17%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
 Ability to write legibly and effectively
 Basic math skills
 Oral communication skills

Physical Abilities:

Ability to stand continuously for 2 or more hours
 Ability to lift at least 10 lbs. repeatedly

Technical:

Oral reading skills
 Artistic including musical skills
 Supervisory skills
 Classroom management skills
 Record keeping skills
 Ability to administer emergency first aid
 Ability to apply principles of recreation
 Problem solving skills

Other Qualifications:

Ability to exercise patience
 Possession of a clean police record
 Ability to assess emergency situations
 Willingness to work with close supervision
 Good grooming skills
 Ability to work as part of a team
 Ability to work independently
 Organizational skills
 Ability to pay attention to detail
 Understanding a variety of cultures
 Public contact skills

Computer Skills

Word Processing, Spreadsheet, Desktop Publishing

Projected New Skills

CPR, Bilingual,
 Learning to work with children with special needs

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	23%	46%	31%	0%
Training as substitute for experience	0%	31%	54%	15%

Firms requiring experience prefer an average of six months to one year experience in this occupation or as a substitute teacher or assistant teacher. Some also require 12 units in Early Childhood Education.

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 46%
- ♦ Newspaper Advertisement 69%
- ♦ Private Employment Agencies 15%
- ♦ Hire Unsolicited Applicants 15%
- ♦ In-house Promotion or Transfer 54%
- ♦ Public school or Program referrals 46%
- ♦ Private School Referrals 31%

Other Information

Employment Type/Hours:

Full Time	43%	Temp/On Call	3%
Part Time	53%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 0%
- ♦ Female 100%

Teachers - Secondary School

Job Description

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities. OES 313080

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 19.9%
- ◆ Growth: Average

Wages and Benefits

Almost all of employers surveyed were Union employers

Employee Type	Low	Median	High
New Hires with No Experience	\$9.59	\$14.68	\$16.68
New Hires with Experience	\$14.29	\$14.86	\$17.19
3 Years+ Experience with Firm	\$15.16	\$16.30	\$19.18

Notes on Wages: Union wages are calculated taking both level of education and years of experience into consideration. The low end of the wage scale is reflected above.

Benefits

Who Pays:	Employer		Share Cost	
BENEFITS	Full Time	Part Time	Full Time	Part Time
Medical Insurance	73%		18%	45%
Dental Insurance	64%		18%	36%
Vision Insurance	64%		18%	36%
Life Insurance	45%			
Paid Sick Leave	91%	18%		27%
Paid Vacation	27%	9%		
Retirement	18%	18%	64%	27%

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	9%	0%
Inexperienced	18%	9%	55%	9%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 0%
- ◆ Employees Leaving 81%
- ◆ New Positions 15%
- ◆ Temporary Positions 4%

Education

Surveyed employers report the following education levels of recent hires:

- ◆ Bachelor Degree 64%
- ◆ Graduate Study 36%

Teachers - Secondary School

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

English grammar, spelling and punctuation skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills
Basic math skills

Technical:

Teaching Credential
Word Processing skills

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Ability to work under periods of high pressure
Ability to learn continually

Projected New Skills

Psychology Studies
Knowledge of Policy and Laws

Emerging Occupations

Behavior Specialist Management

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Internet	73%
♦ Colleges/Universities	73%
♦ Newspaper Ads	64%
♦ School, Program Referrals	27%
♦ In-House Promotion or Transfer	18%
♦ Recruitment Fairs	9%
♦ Walk-In Applicants	9%
♦ Ads at Churches	9%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	9%	55%	36%
Training as substitute for experience	57%	0%	43%

Length of Experience:

Firms requiring experience prefer an average of 21 months experience in this occupation.

Experience in other occupations:

Many firms will accept 18 months experience in a related field such as Vocational Training..

Other Information

Where the Jobs Are:

Public and Private Secondary Schools.

Employment Type/Hours:

Full Time	95%	Temp/On Call	1%
Part Time	5%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	56%
♦ Female	44%

Teachers - Special Education

Job Description

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded. OES 313110

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 42.9%
- ◆ Growth: Much faster than average

Wages and Benefits

Employee Type Union	Low	Median	High
New Hires with No Experience	\$10.55	\$13.12	\$15.34
New Hires with Experience	\$11.02	\$14.13	\$17.53
3 Years+ Experience with Firm	\$12.14	\$15.31	\$19.18

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is very difficult to find inexperienced applicants.

Benefits

Responding	Employer		Share Cost		Employee	
BENEFITS	FT	PT	FT	PT	FT	PT
Medical Ins	80%		20%	20%		
Dental Ins	80%		20%	20%		
Vision Ins	80%		20%	20%		
Life Ins	30%		20%	20%		
Sick Leave	80%		20%	20%		
Vacation	60%	10%	20%	10%		
Retirement	40%		50%	10%	10%	
Other				8%		

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 8%
- ◆ Employees Leaving 58%
- ◆ New Positions 33%
- ◆ Temporary Positions 0%

Teachers - Special Education

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	30%	70%	0%
Training as substitute for experience	10%	0%	90%

Firms requiring experience prefer an average of nineteen months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications:

Possess excellent hearing and vision
Ability to stand continuously for 2 or more hours.

Flexibility:

Willingness to participate in drug testing.

Other Skills & Qualifications:

Good English grammar & spelling skills
Legible handwriting
Reading & comprehension skills
Listening skills
Verbal communication & speaking skills
Basic math skills
Ability to work effectively in teamwork environment
Ability to work well independently
Ability to learn continually
Ability to work effectively under pressure
Ability to perform routine, repetitive work
Ability to work in continually changing environment
Ability to effectively delegate work and supervise staff
Trained in CPR and first aid techniques
Have clean and neat appearance.

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Animal Handling/Grooming
Customer Service

Education

Education of recent hires.

- ♦ Bachelor degree 60%
- ♦ Graduate study 40%

Recruitment

Top three recruitment methods include the following:

- ♦ Colleges/Universities
- ♦ Newspaper Advertisement
- ♦ Internet

Other Information

Employment Type/Hours:

Full Time	91%	Temp/On Call	0%
Part Time	9%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 21%
- ♦ Female 79%

Where the Jobs Are

Elementary and Secondary Schools

Traffic, Shipping, and Receiving Clerks

Job Description

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking. OES 580280

Wages and Benefits

Non Union

	Low	Median	High
New Hires with No Experience:	\$ 5.75	\$7.00	\$10.00
New Hires with Experience:	6.25	8.24	11.75
3 Years + Experience with Firm:	8.00	9.79	13.20

Union

	Low	Median	High
New Hires with No Experience:	\$ 8.25	\$ 8.77	\$ 8.88
New Hires with Experience:	7.50	8.64	8.88
3 Years + Experience with Firm:	8.50	12.65	16.88

Additional Compensation: A few non union employers offered bonuses.

Benefits

Who Pays:	Employer		Share Cost	
BENEFITS	Full Time	Part Time	Full Time	Part Time
Medical Insurance	27%	7%	73%	
Dental Insurance	20%	7%	80%	
Vision Insurance	13%	7%	53%	
Life Insurance	73%	7%	27%	
Paid Sick Leave	60%	7%	7%	
Paid Vacation	100%	7%		
Retirement	40%	7%	53%	7%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: 19.1%
- ♦ Growth: Average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable and many expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	7%	20%	7%
Inexperienced	0%	27%	20%	13%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 22%
- ♦ Employees Leaving 67%
- ♦ New Positions 11%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 27%
- ♦ High school or equivalent 73%

Traffic, Shipping, and Receiving Clerks

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills
Verbal communication and speaking skills

Physical Abilities:

Ability to lift 10-50 pounds
Able to stand continuously for 2 or more hours
Pass a drug screening exam
Willingness to participate in drug testing

Other Qualifications:

Ability to work in a team environment
Ability to work independently
Able to work under pressure
Ability to perform routine, repetitive work
Ability to learn continually

Projected New Skills

In House Computer Program
Math skills
General computer knowledge

Emerging Occupations

More Computer Based Stock Management
Emerging Technology

Recruitment

Surveyed employers report the following methods

♦ Newspaper Ads	64%
♦ Walk-In Applicants	64%
♦ Employee Referrals	64%
♦ In-House Promotion or Transfer	27%
♦ Employment Development Department	27%
♦ Private Employment Agencies	27%
♦ Word of Mouth, Clubs and Churches	18%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	40%	20%
Training as substitute for experience	75%	0%	25%

Length of Experience:

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations:

Many firms preferred 7 months experience in a related field such as Stocker, Sales, Cashier, Retail, Accounting.

Other Information

Where the Jobs Are:

Grocery Stores
Trucking and Courier Services
Large Retail Stores
Manufacturing Businesses
Mail Order Businesses

Employment Type/Hours:

Full Time	93%	Temp/On Call	0%
Part Time	7%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	71%
♦ Female	29%

Travel Agents

Job Description

Travel Agents plan entire trips for customers of their travel agency. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required, and planning, describing, or selling itinerary package tours. Travel Agents may specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters, or package tours.
OES 430210

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Small
- ◆ Projected Job Growth Rate: 0%
- ◆ Growth: Remain stable

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. All expect employment to remain stable over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is somewhat difficult to find inexperienced applicants.

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$5.75	\$6.15	\$8.00
New Hires with Experience	\$6.00	\$7.20	\$10.00
3 Years + Experience with Firm	\$7.00	\$7.75	\$13.00

Benefits

	Full Time	Part Time
◆ Medical Insurance	100%	0%
◆ Dental Insurance	67%	0%
◆ Vision Insurance	0%	0%
◆ Life Insurance	0%	0%
◆ Paid Sick Leave	33%	0%
◆ Paid Vacation	33%	0%
◆ Retirement Plan	33%	0%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (5 Vacancies)

- ◆ Promotions 0%
- ◆ Employees Leaving 100%
- ◆ New Positions 0%
- ◆ Temporary Positions 0%

Travel Agents

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	0%	33%	33%	33%
Training as substitute for experience	17%	33%	33%	17%

Firms requiring experience prefer an average of one year experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions

Ability to write legibly

Oral communication skills

Basic math skills

Technical:

Ability to apply sales techniques

Record keeping skills, cash handling skills

Knowledge of geography

Telephone answering skills

Ability to write effectively

Ability to type at least 30 wpm.

Other Qualifications:

Ability to work as part of a team

Possession of a good work record

Good grooming skills

Ability to work independently

Ability to use time effectively

Ability to pay attention to detail

Understanding a variety of cultures

Ability to work under pressure

Customer service skills

Possession of a clean police record

Education

Education of recent hires.

- ♦ High school or equivalent 40%
- ♦ Some college but no degree 60%

Recruitment

Recruitment methods include the following:

- ♦ Employee's Referral 50%
- ♦ Newspaper Advertisement 33%
- ♦ Private Employment Agencies 17%
- ♦ Hire Unsolicited Applicants 33%
- ♦ EDD 17%

Other Information

Employment Type/Hours:

Full Time	76%	Temp/On Call	0%
Part Time	24%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 4%
- ♦ Female 96%

Truck Drivers - Heavy or Tractor Trailer

Job Description

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks. OES 971020

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$10.65	\$14.00
New Hires with Experience	\$8.50	\$11.38	\$14.38
3 Yrs + Experience with Firm	\$10.00	\$13.25	\$15.45

Additional Compensation: A few employers offered bonuses.

Benefits

Who Pays:	Employer		Share Cost	
BENEFITS	Full Time	Part Time	Full Time	Part Time
Medical Insurance	25%	6%	56%	
Dental Insurance	25%	6%	38%	
Vision Insurance	25%		19%	
Life Insurance	38%		13%	
Paid Sick Leave	25%			
Paid Vacation	63%			
Retirement	19%		31%	6%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 15.2%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable and a few expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	13%	6%	6%	44%
Inexperienced	0%	19%	13%	0%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 4%
- ♦ Employees Leaving 69%
- ♦ New Positions 17%
- ♦ Temporary Positions 10%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 63%
- ♦ High school or equivalent 38%

Truck Drivers - Heavy or Tractor Trailer

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills

Physical Abilities:

Ability to lift 10-50 pounds

Possess excellent vision

Able to sit continuously for 2 or more hours

Able to use abdominal/lower back muscles repeatedly

Pass a pre-employment medical exam

Pass a drug screening exam

Technical:

Possession of a valid Class A driver's license and/or

Possession of a valid Class B driver's license

Other Qualifications:

Ability to work independently

Possess good DMV driving record

Willingness to work more than 40 hours/week

Willingness to work weekends

Willingness to participate in drug testing

Projected New Skills

Use of cellular phone

Truck knowledge

Experience with mountain roads

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Employee Referrals	69%
♦ Walk-In Applicants	63%
♦ Newspaper Ads	56%
♦ Employment Development Department	38%
♦ In-House Promotion or Transfer	13%
♦ Private Employment Agencies	6%
♦ School, Program Referrals	6%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	69%	31%	0%
Training as substitute for experience	50%	0%	50%

Length of Experience:

Firms requiring experience prefer an average of 26 months experience in this occupation.

Other Information

Where the Jobs Are:

Logging

Trucking and Courier Services

Petroleum and Petroleum Products

Lumber and other building materials

Agriculture Products

Employment Type/Hours:

Full Time	67%	Temp/On Call	0%
Part Time	1%	Seasonal	32%

Gender make up of reported positions are as follows:

♦ Male	99%
♦ Female	1%

Truck Drivers, Light - Include Delivery and Route Workers

Job Description

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales. OES 971050

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 15.0%
- ◆ Growth: Slower than average

Wages and Benefits

Non Union

	Low	Median	High
New Hires with No Experience:	\$ 5.75	\$7.00	\$8.00
New Hires with Experience:	6.00	8.50	14.38
3 Years + Experience with Firm:	6.50	10.75	15.00

Union

	Low	Median	High
New Hires with No Experience:	\$ 6.66	\$ 14.18	\$ 15.00
New Hires with Experience:	6.66	14.18	15.00
3 Years + Experience with Firm:	7.84	17.00	22.65

Additional Compensation: A few non union employers offered bonuses or commissions.

Benefits

Who Pays:	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
BENEFITS				
Medical Insurance	19%		50%	6%
Dental Insurance	19%		44%	
Vision Insurance	13%		25%	
Life Insurance	31%		25%	6%
Paid Sick Leave	31%	6%	6%	
Paid Vacation	69%	6%		
Retirement	38%		38%	6%

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year and a few reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	13%	13%
Inexperienced	13%	13%	19%	25%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 4%
- ◆ Employees Leaving 88%
- ◆ New Positions 8%
- ◆ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires:

- ◆ Less than high school 31%
- ◆ High school or equivalent 69%

Truck Drivers, Light - Include Delivery and Route Workers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills
Verbal communication and speaking skills

Physical Abilities:

Ability to lift 10-50 pounds
Able to sit continuously for 2 or more hours
Able to perform strenuous, physically demanding work
Pass a drug screening exam

Technical:

Possession of a valid California drivers license
Over 18 years of age

Other Qualifications:

Ability to work in a team environment
Ability to work independently
Able to work under pressure
Ability to perform routine, repetitive work
Clean and neat appearance
Willingness to work occasional periods of overtime
Possess good DMV driving record

Projected New Skills

Mechanical skills
Use of cellular phones
Math to verify loads

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Walk-In Applicants	67%
♦ Newspaper Ads	60%
♦ Employee Referrals	60%
♦ In-House Promotion or Transfer	20%
♦ Word of Mouth, Appearance	13%
♦ Private Employment Agencies	13%
♦ Employment Development Department	13%
♦ Federal Register for Post Office	6%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	31%	38%	31%
Training as substitute for experience	64%	0%	36%

Length of Experience:

Firms requiring experience prefer an average of 17 months experience in this occupation.

Other Information

Where the Jobs Are:

Trucking and Courier Services
Lumber and Related Products
Retail Stores
Fuel Dealers
Groceries and Related Products

Employment Type/Hours:

Full Time	94%	Temp/On Call	2%
Part Time	4%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	87%
♦ Female	13%

Veterinary Assistants

Job Description

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

OES 798060

Employment Trends / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Small
- ◆ Projected Job Growth Rate: 50.0%
- ◆ Growth: Much faster than average

Supply / Demand Assessment

Many employers reported stable employment in this occupation during the last year. Some reported growth. Most expect employment to grow over the next three years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is very difficult to find inexperienced applicants.

Wages and Benefits

Employee Type	LOW	MEDIAN	HIGH
New Hires with No Experience	\$5.75	\$6.25	\$7.00
New Hires with Experience	\$6.50	\$7.50	\$10.00
3 Years + Experience with Firm	\$8.00	\$9.25	\$12.00

Benefits

	Full Time	Part Time
◆ Medical Insurance	50%	13%
◆ Dental Insurance	13%	0%
◆ Vision Insurance	0%	0%
◆ Life Insurance	0%	0%
◆ Paid Sick Leave	38%	63%
◆ Paid Vacation	100%	63%
◆ Retirement Plan	25%	13%

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (12 Vacancies)

◆ Promotions	8%
◆ Employees Leaving	67%
◆ New Positions	25%
◆ Temporary Positions	0%

Veterinary Assistants

Education

Education of recent hires.

♦ High school or equivalent	58%
♦ Some college but no degree	25%
♦ Associate degree (2 years)	17%

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Ability to read and follow instructions
 Ability to write legibly and effectively
 Oral communication skills
 Basic math skills

Physical Abilities:

Ability to stand continuously for 2 or more hours
 Ability to lift at least 10 lbs. repeatedly

Technical:

Ability to follow laboratory procedure
 Ability to follow feeding and handling requirements
 Ability to administer medications
 Ability to apply sterilization techniques
 Ability to administer emergency first aid
 Ability to take vital signs
 Ability to accurately record and report information

Other Qualifications:

Ability to assess emergency situations
 Ability to set priorities quickly
 Willingness to work with close supervision
 Good grooming skills
 Ability to work as a part of a team
 Ability to work independently
 Ability to use time effectively
 Ability to pay attention to detail
 Ability to work under pressure
 Public contact skills

Computer Skills

Word Processing, Spreadsheet, Database, PSI
 (veterinary software)

Projected New Skills

Computer skills, use of more technical equipment

Experience and Training

Work Experience and Training

Firms Reported	Always	Usually	Sometimes	Never
Work experience required	13%	50%	25%	13%
Training as substitute for experience	13%	13%	75%	0%

Firms requiring experience prefer an average of three months to two years experience in this occupation. Many firms also prefer an Animal Health Technician License.

Recruitment

Recruitment methods include the following

♦ Employee's Referral	50%
♦ Newspaper Advertisement	75%
♦ Hire Unsolicited Applicants	13%
♦ In-house Promotion or Transfer	13%
♦ Private School Referrals	13%
♦ Word of Mouth	13%

Other Information

Employment Type/Hours:

Full Time	42%	Temp/On Call	4%
Part Time	54%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	4%
♦ Female	96%

Welders and Cutters

Job Description

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints. OES 939140

Wages and Benefits

Non Union

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$8.00	\$9.68
New Hires with Experience	\$8.00	\$10.00	\$12.89
3 Yrs + Experience with Firm	\$11.00	\$14.00	\$18.00

Additional Compensation: A few employers offer an across the board bonus once a year and others offer profit sharing

Benefits

Who Pays:	Employer		Share Cost	
BENEFITS	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%		33%	7%
Dental Insurance	20%		27%	
Vision Insurance	7%		20%	
Life Insurance	47%		7%	
Paid Sick Leave	53%			
Paid Vacation	93%	7%	7%	
Retirement	33%		33%	7%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
- ◆ Projected Job Growth Rate: 5.6%
- ◆ Growth: Slower than average

Supply / Demand Assessment

Most employers reported stable or growing employment in this occupation during the last year. Most expect employment to remain stable or grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	8%	15%	23%
Inexperienced	8%	8%	15%	23%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 10%
- ◆ Employees Leaving 67%
- ◆ New Positions 19%
- ◆ Temporary Positions 85%

Education

Surveyed employers report the following education levels of recent hires:

- ◆ Less than high school 40%
- ◆ High school or equivalent 60%

Welders and Cutters

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Basic math skills
Listening skills
Able to learn continually

Physical Abilities:

Ability to lift 10-50 pounds
Perform strenuous physical, demanding work
Ability to use abdominal/lower back muscles repeatedly
Ability to stand continuously for 2 hours or more

Technical:

Knowledge of blueprint reading, welding, machine tools
Good at math and measuring
Precision and problem solving skills

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Willingness to work occasional periods of overtime
Willingness to participate in drug testing

Projected New Skills

All kinds of welding including new techniques
Knowledge of drafting and machine tools

Emerging Occupations

Metal Building Assembler
Robotics

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Newspaper Ads	57%
♦ Employee Referrals	43%
♦ Walk-In Applicants	36%
♦ Employment Development Department	29%
♦ Word of Mouth / Other Contractors	21%
♦ In-House Promotion or Transfer	21%
♦ School, Program Referrals	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	60%	0%
Training as substitute for experience	67%	0%	33%

Length of Experience:

Firms requiring experience prefer an average of 16 months experience in this occupation.

Experience in other occupations:

Most firms will accept 8 months experience in a related field such as Millwright, Carpentry, Fabrication, Mechanics, or Machinist.

Other Information

Where the Jobs Are:

Miscellaneous Durable Goods
Motorcycle, Bicycles, and Parts
Metal Forgings and Stampings

Employment Type/Hours:

Full Time	95%	Temp/On Call	0%
Part Time	5%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	99%
♦ Female	1%

INDEX OF OCCUPATIONS PROFILED (1990 - 2000)

If you would like a copy of an occupation listed that was profiled prior to 1998, please contact the Mendocino Private Industry Council at (707) 468-1196.

♦ Indicates that the occupation was profiled in 2000

OCCUPATION	YEAR	YEAR	YEAR	YEAR
Accountants and Auditors	1992	1995	1998	
Agricultural Sales Workers	1994			
Animal Caretakers - Except Farm	1992	1999		
Auto Mechanics	1990	1993	1996	
♦ Automotive Body & Related Repairers	1990	1993	1997	2000
♦ Bakers - Bread and Pastry	1992	1996	2000	
♦ Bartenders	1991	1995	2000	
Billing, Cost, and Rate Clerks	1994	1999		
♦ Bookkeeping, Accounting, and Auditing Clerks	1990	1993	1997	2000
Bus and Truck Mechanics and Diesel Engine Specialists	1994	1999		
Butchers and Meat Cutters	1992	1995	1999	
♦ Carpenters	1991	1994	2000	
♦ Cashiers	1990	1993	1997	2000
Cellar Supervisors	1993			
Child Care Workers	1993	1996	1998	
Choke Setters	1993			
Computer Programmers, Including Aides	1993			
Computer Support Specialists	1997			
Cooks - Restaurants	1990	1994	1999	
Cooks - Specialty Fast Food	1992	1997		
♦ Counter and Rental Clerks	1992	1996	2000	
Dental Assistants	1990	1994	1997	
Dental Hygienists	1992	1995	1998	
Dietetic Technicians	1995			
Drafters	1994			
Driver/Sales Workers	1991	1995	1999	
Electrical and Electronic Assemblers	1991			
Electricians				
Emergency Medical Technicians I	1998			

INDEX OF OCCUPATIONS STUDIED (1990 - 2000)

OCCUPATION	YEAR	YEAR	YEAR	YEAR
Emergency Medical Technicians - Paramedic	1998			
Fallers and Buckers	1993			
Financial Managers	1993	1999		
Firefighters	1993	1997		
First Line Supervisors and Managers/Supervisors Sales and Related Occ's	1992	1996		
First Line Supervisors - Agricultural, Forestry, Fishing	1992	1996		
First Line Supervisors and Manager/Supervisors - Clerical and Admin Occ's	1993	1999		
First Line Supervisors and Manager/Sups - Production and Operating Workers	1993	1999		
First Line Supervisors/Managers - Construction Trade and Extractive Workers	1994	1999		
First Line Supervisors/Managers of Mechanics, Installers and Repairers	1993	1999		
♦ Food Preparation Workers	1991	1996	2000	
Food Service Managers	1991	1996		
Gardeners, Groundskeepers	1990	1993	1997	
♦ General Office Clerks	1990	1993	1996	2000
Guards and Watch Guards	1993	1998		
Hairdressers, Hairstylists, and Cosmetologists	1992	1998		
Hand Packers and Packagers	1998			
Helpers - Carpenter and Related	1991			
Home Appliance and Power Tool Repairers	1991			
Home Health Aides	1998			
Host, Hostesses - Restaurant, Lounge or Coffee Shop	1992			
Hotel Desk Clerks	1991	1997		
Housekeeper Supervisors	1998			
Human Service Workers	1996			
Industrial Production Managers	1995			
Instructional Aides	1991	1993	1996	
Insurance Policy Processing Clerks	1992			
Janitors and Cleaners	1990	1995	1998	
♦ Laborers, Landscaping & Groundskeeping	2000			
Legal Secretaries	1990	1993	1997	
♦ Licensed Vocational Nurses	1990	1993	1996	2000

INDEX OF OCCUPATIONS STUDIED (1990 - 2000)

OCCUPATION	YEAR	YEAR	YEAR	YEAR
Loan and Credit Clerks	1992	1995	1999	
Lodging Managers	1991			
Log Handling Equipment Operators	1993			
Machinery Maintenance Workers	1991			
Machinists	1990	1993	1999	
Maids and Housekeeping Cleaners	1991	1998		
♦ Maintenance Repairers, General Utility	1991	1996	2000	
Managers, Office (Any Industry)	1997			
Marketing, Advertising, Public Relations Managers	1993	1999		
Medical Assistants	1990	1993	1999	
Medical Clinical Lab Assistants	1994			
Medical Clinical Lab Technicians	1994			
♦ Medical Secretaries	1990	1993	1997	2000
Numerical-Control Machine - Tool Operators and Tenders	1996			
Nurse Practitioners	1998			
Nursery Workers	1991	1994		
Nurses Aides	1990	1993	1997	
Operating Engineers	1991			
Opticians - Dispensing and Measuring	1995			
Order Clerks - Materials, Merchandise, and Service	1992			
Paralegal Personnel	1995			
Patient Insurance Clerks	1992			
Paving, Surfacing, and Tamping Equipment Operators	1991			
Pharmacy Technicians	1995	1999		
Physical Therapy Aides	1998			
Physical Therapy Assistants	1998			
Plumbers, Pipefitters, and Steamfitters	1995			
Police Patrol Officers	1993	1997		
Purchasing Managers	1994			
Receptionists and Information Clerks	1992	1997		
Registered Nurses	1991	1995	1998	
Salespersons, Parts	1990	1993	1997	

INDEX OF OCCUPATIONS STUDIED (1990 - 2000)

OCCUPATION	YEAR	YEAR	YEAR	YEAR
♦ Salesperson, Retail - Except Vehicle Sales	1990	1993	1997	2000
Secretaries, Except Legal and Medical	1991	1994	1999	
Sheet Metal Workers	1990	1996		
Social Service Technicians	1991			
Social Workers - Medical and Psychiatric	1992			
Stock Clerks - Stockroom, Warehouse, Storage Yard	1992	1995	1999	
Stock Clerks - Sales Floor	1992	1995	1998	
Substance Abuse Counselors	1995			
Survey and Mapping Technicians and Technologists	1992			
Teachers - Elementary School	1996			
Teachers - Kindergarten	1994	1998		
Teachers - Preschool	1990	1994	1998	
♦ Teachers - Secondary School	2000			
Teachers - Special Education	1995	1999		
Tellers	1990			
♦ Traffic, Shipping and Receiving Clerks	1993	1996	2000	
Travel Agents	1998			
♦ Truck Drivers, Heavy or Tractor Trailer	1990	1996	2000	
♦ Truck Drivers, Light - Includes Delivery and Route Workers	1992	1997	2000	
Typist/Word Processing Machine Operators	1992			
Veterinary Assistants	1998			
Veterinary Technicians and Technologists	1995			
♦ Welders and Cutters	1991	1994	1996	2000
Welfare Eligibility Workers and Interviewers	1994			
Wine Fermenters	1993			

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: 325180 PHARMACY TECHNICIANS

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Does your firm employ any individual performing the duties in the occupation described above? ☐ Yes ☐ No

If yes, please complete this survey for the occupation described.

If no, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in **your county**.

1. What job title(s) does your firm use for these duties ?	Job Title(s):		
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees:		
b. In this occupation , how many are:	Number of Males:	Number of Females:	
c. In this occupation , how many current employees are there and on average how many weekly hours do they work?			
Regular, Full Time:	Number of Employees:	Average Weekly Hours Worked:	
Regular, Part Time:	Number of Employees:	Average Weekly Hours Worked:	
Temporary/On Call:	Number of Employees:	Average Weekly Hours Worked:	
Seasonal:	Number of Employees:	Average Weekly Hours Worked:	
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____		
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, how many were hired to fill:		vacancies resulting from promotions within your firm?	
		vacancies resulting from people in permanent positions leaving your firm?	
		new permanent positions resulting from growth?	
		temporary, on call, or seasonal positions?	
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow		
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow		
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred , how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)		
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)						
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)						
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).								
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study								
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.						
<ul style="list-style-type: none"> New hires, no experience (trained or untrained): New hires who are experienced: Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify: _____					
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____					
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:								
	<u>Employer Pays All</u>		<u>Share Cost</u>	<u>Employee Pays All</u>	<u>Not Provided</u>			
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____					
b. What skills are important for career advancement?			_____					
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)								
Specify software names: <input type="checkbox"/> None								
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____								
17. What other new skills are needed to perform the duties of this occupation? _____								
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?								
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EDD <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____								
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:			<input type="checkbox"/> Yes <input type="checkbox"/> No _____					
Would you like to receive a complimentary copy of the survey results for this occupation?			<input type="checkbox"/> Yes <input type="checkbox"/> No					

20. The following is a list of qualifications that may or may not be important for job entry into this occupation. Please indicate the degree of importance for each qualification, using the following sliding scale of 1 – 4:

Not Important = 1 2 3 4 = Very Important

Physical Qualifications

- ☐ Pass a pre-employment medical exam
- ☐ Pass a drug screening exam
- ☐ Possess excellent hearing
- ☐ Possess excellent vision
- ☐ Lift at least 10 lbs
- ☐ Lift at least 50 lbs
- ☐ Able to perform strenuous, physically demanding work
- ☐ Able to use abdominal/lower back muscles repeatedly
- ☐ Able to sit continuously for 2 or more hours
- ☐ Able to stand continuously for 2 or more hours

Flexibility

- ☐ Willingness to work nights
- ☐ Willingness to work weekends
- ☐ Willingness to work part-time
- ☐ Willingness to work on-call
- ☐ Willingness to work on a temporary basis
- ☐ Willingness to work on a seasonal basis
- ☐ Willingness to work more than 40 hours/week
- ☐ Willingness to work occasional periods of overtime
- ☐ Willingness to work overtime on a regular basis
- ☐ Willingness to participate in drug testing

Other Skills and Qualifications

- ☐ English grammar and spelling skills
- ☐ Legible handwriting skills
- ☐ Reading and comprehension skills
- ☐ Listening skills
- ☐ Verbal communication and speaking skills
- ☐ Basic math skills
- ☐ Advanced math skills
- ☐ Fluent bilingual skills (specify languages below)
- ☐ Semi-fluent bilingual skills (specify language below)
- ☐ Bilingual language(s): _____
- ☐ Ability to work effectively in a teamwork environment
- ☐ Ability to work well independently
- ☐ Ability to effectively delegate work and supervise staff
- ☐ Ability to perform routine, repetitive work
- ☐ Ability to work in continually changing environments
- ☐ Ability to learn continually
- ☐ Ability to work effectively under periods of high pressure
- ☐ Trained in CPR and First Aid techniques
- ☐ Possess good DMV driving record
- ☐ Possess own vehicle and insurance
- ☐ Clean and neat appearance

21. Would you like to know more about MPIC services?

☐ Yes ☐ No

Thank you for your participation in the CCOIS program!

TRAINING AVAILABLE IN MENDOCINO COUNTY FOR OCCUPATIONS PROFILED IN 2000

The following contains information on training available in Mendocino County for the occupations profiled in this report in 2000.

An earnest effort was made to include all occupational training sources in the survey area for the occupations profiled. However, if a provider did not respond after three attempts, the training provider was not included in the listing.

Program listings include the site of training, address, telephone number, general and special needs services, average length of training or units needed to complete training and what is received upon completion.

Data for this listing was collected and updated in Spring and Fall of 2000. Educational program information changes frequently so users should contact individual training providers directly for information updates.

OCCUPATION

TRAINING PROVIDER

♦ Bookkeeping, Accounting and Auditing Clerks	⇒ Mendocino Community College ⇒ Regional Occupational Program (ROP) - MCOE, Fort Bragg H.S. and Ukiah H.S. ⇒ Link Career Center
♦ Carpenter	⇒ ROP - High School programs in Anderson Valley, California Conservation Corps, Mendocino, Pt. Arena, Round Valley and Ukiah
♦ General Office Clerks	⇒ Mendocino Community College ⇒ ROP - MCOE, High School programs in Ft. Bragg, Laytonville, Mendocino, Pt. Arena, Potter Valley, River Center ⇒ College of the Redwoods ⇒ Link Career Center
♦ Laborers, Landscaping and Groundskeeping	⇒ ROP - County Wide at the High Schools
♦ Licensed Vocational Nurses	⇒ Ukiah Adult School
♦ Medical Secretaries	⇒ Mendocino Community College ⇒ College of the Redwoods ⇒ Link Career Center

OCCUPATION (Continued)

- ♦ Teachers, Secondary School
- ♦ Traffic, Shipping and Receiving Clerks
- ♦ Truck Drivers - Heavy or Tractor Trailer
- ♦ Welders and Cutters

TRAINING PROVIDER (Continued)

- ⇒ Dominican Off Campus Program
- ⇒ Sonoma State University Extension (at Mendocino Community College)
- ⇒ Link Career Center
- ⇒ Mendocino Community College - Lyles and Sons
- ⇒ ROP - MCOE, Ukiah, Willits and Round Valley High Schools

DOMINICAN OFF CAMPUS PROGRAM

2240 East Side Road
Ukiah, CA 95482
Telephone: (707) 463-4801
Fax: (707) 463-5525
Internet: <http://www.dominican.edu>

TEACHING

Occupation Profiled: Teacher - Secondary School

Available Services

- | | | |
|----------------------|------------------------------------|--|
| ♦ Career Development | • Average time to complete program | Varies |
| ♦ Financial Aid | • Open entry, Open exit | No |
| | • Received upon completion | Preparation for
State Credential Test |

COLLEGE OF THE REDWOODS - MENDOCINO COAST

1211 Del Mar Drive
Fort Bragg, CA 95437
Telephone: (707) 961-1011
Internet: <http://www.redwoods.cc.ca.us/main>

ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE, GENERAL

Occupation Profiled: General Office Clerk

Associate of Science

Available Services

- ♦ VA Approved
- ♦ Job Placement
- ♦ Career Counseling
- ♦ Career Assessment
- ♦ Financial Aid

- | | |
|------------------------------------|-------------|
| • Average time to complete program | 20 Units |
| • Open entry, Open exit | N/A |
| • Received upon completion | Certificate |

Accounting Degree - Vocational Non Transfer

- | | |
|------------------------------------|-----------|
| • Average time to complete program | 60 Units |
| • Open entry, Open exit | N/A |
| • Received upon completion | AS Degree |

MEDICAL OFFICE BUSINESS SKILLS

Occupation Profiled: Medical Secretary

Available Services

- ♦ Financial Aid Assistance
- ♦ Counseling Services
- ♦ Vocational Assessment
- ♦ Special Needs Services
- ♦ Child Care
- ♦ Job Placement

Medical Office Business Skills

- | | |
|------------------------------------|-------------|
| • Average time to complete program | Varies |
| • Open entry, Open exit | N/A |
| • Received upon completion | Certificate |

LINK CAREER CENTER

1100 Hastings Road
P.O. Box 59
Ukiah, CA 95482
Telephone: (707) 468-5465
E-Mail: link@pacific.net

ACCOUNTING CLERK

Occupation Profiled: Bookkeeping, Accounting and Auditing Clerks

Available Services

Accounting Certificate

- | | | |
|-----------------------|------------------------------------|-------------|
| ♦ Counseling Services | • Average time to complete program | 188 Hours |
| ♦ Career Development | • Open entry, Open exit | Yes |
| ♦ Job Placement | • Received upon completion | Certificate |

CLERK - GENERAL OFFICE

Occupation Profiled: General Office Clerk

Available Services

Clerk - General Office

- | | | |
|-------------------------|------------------------------------|-------------|
| ♦ Counseling Services | • Average time to complete program | 228 Hours |
| ♦ Vocational Assessment | • Open entry, Open exit | Yes |
| ♦ Job Placement | • Received upon completion | Certificate |

INVENTORY/WAREHOUSE CLERK

Occupation Profiled: Traffic, Shipping and Receiving Clerks

Available Services

Inventory / Warehouse Clerk

- | | | |
|-------------------------|------------------------------------|-------------|
| ♦ Counseling Services | • Average time to complete program | 172 Hours |
| ♦ Vocational Assessment | • Open entry, Open exit | Yes |
| ♦ Job Placement | • Received upon completion | Certificate |

MEDICAL ASSISTANT - FRONT OFFICE

Occupation Profiled: Medical Secretary

Available Services

Medical Assistant - Front Office

- | | | |
|-------------------------|------------------------------------|-------------|
| ♦ Counseling Services | • Average time to complete program | 248 Hours |
| ♦ Vocational Assessment | • Open entry, Open exit | Yes |
| ♦ Job Placement | • Received upon completion | Certificate |

MENDOCINO COLLEGE

1000 Hensley Creek Road

Ukiah, CA 95482

Telephone: (707) 468-3102

Internet: <http://www.mendocino.cc.ca.us>

ACCOUNTING

Occupation Profiled: Bookkeeping, Accounting and Audition Clerks

Available Services

- ◆ Financial Aid Assistance
- ◆ Counseling Services
- ◆ Vocational Assessment
- ◆ Special Needs Services
- ◆ Child Care
- ◆ Job Placement

Business Accounting Certificate

- Average time to complete program 20 Units
- Open entry, Open exit N/A
- Received upon completion Certificate

Accounting Degree - Associate Degree

- Average time to complete program 60 Units
- Open entry, Open exit N/A
- Received upon completion AS Degree

GENERAL OFFICE / CLERICAL AND TYPING SERVICES

Occupation Profiled: General Office Clerk

Available Services

- ◆ Financial Aid Assistance
- ◆ Counseling Services
- ◆ Vocational Assessment
- ◆ Special Needs Services
- ◆ Child Care
- ◆ Job Placement

Business Office Technology Certificate

- Average time to complete program Varies
- Open entry, Open exit N/A
- Received upon completion Certificate

Business Office Technologies-Admin.- Asst-Associate Degree

- Average time to complete program 24 Units
- Open entry, Open exit N/A
- Received upon completion Degree

MEDICAL ADMINISTRATIVE ASSISTANT / SECRETARY

Occupation Profiled: Medical Secretary

Available Services

- ◆ Same as above

Business Office Technology - Medical - Certificate

- Average time to complete program Varies
- Open entry, Open exit N/A
- Received upon completion Certificate

TRUCK DRIVING (Lyly & Sons)

Occupation Profiled: Truck Drivers - Heavy or Tractor Trailer

Available Services

- ◆ Same as above
- ◆ Financial Aid is for classroom time only

Truck Driving Training

- Average time to complete program 350+ Hours
- Open entry, Open exit No
- Received upon completion Will provide truck for

MENDOCINO COUNTY OFFICE OF EDUCATION REGIONAL OCCUPATIONAL PROGRAM

2240 Eastside Road

Ukiah, CA 95482

Telephone: (707) 467-5123

Internet: www.mcoe.k12.ca.us E-Mail: rop@mcoe.k12.ca.us

COMPUTERIZED BOOKKEEPING / ACCOUNTING

Occupation Profiled: Bookkeeping, Accounting and Auditing Clerks

Available Services

- ◆ When classes are given at high schools, ROP does not give additional services. Students receive services through their high schools

High School Course at Fort Bragg H.S. and Ukiah H.S.

- Open entry, Open exit No
- Received upon completion Certificate

CARPENTRY

Occupation Profiled: Bookkeeping, Accounting and Auditing Clerks

Available Services

- ◆ When classes are given at high schools, ROP does not give additional services. Students receive services through their high schools

High School Course at Anderson Valley H.S., Mendocino H.S., Point Arena, H.S. Round Valley H.S., Ukiah H.S. and also at California Conservation Corps.

- Open entry, Open exit No
- Received upon completion Certificate

COMPUTER APPLICATIONS FOR BUSINESS

Occupation Profiled: General Office Clerk

Available Services

For H.S.s - same as above

For adults at MCOE

- ◆ Job Placement
- ◆ Career Development
- ◆ Counseling

High School Course at Anderson Valley H.S., Fort Bragg H.S., Mendocino H.S., River Center, Ukiah H.S., Willits H.S. and for adults at MCOE.

- Open entry, Open exit No at H.S., Yes at MCOE
- Received upon completion Certificate

LANDSCAPE GARDENING

Occupation Profiled: Laborers, Landscaping and Groundskeeping

Available Services

For H.S.s - same as above

High School Course at Round Valley H.S. and Mendocino H.S.

- Open entry, Open exit No
- Received upon completion Certificate

COMBINATION WELDING and WELDER/WELDING TECHNOLOGIST

Occupation Profiled: Welders and

Cutters

High School Course at Round Valley H.S., Ukiah H.S. Willits H.S. and for adults through MCOE at Ukiah H.S..

Available Services

For H.S.s - same as above

For adults at MCOE

- Open entry, Open exit No
- Received upon completion Certificate

***SONOMA STATE UNIVERSITY EXTENSION
(at MENDOCINO COMMUNITY COLLEGE)***

1801 East Cotati Avenue
Rohnert Park, CA 94928-3609
Telephone: (707) 664-2029

LIBERAL STUDIES - EDUCATION CREDENTIAL PREPARATION

Occupation Profiled: Teacher - Secondary School

Available Services

Check with Office of Admissions
and Records

- Average time to complete program
- Open entry, Open exit
- Received upon completion

Varies
Yes
Preparation for State
Credential Test

UKIAH ADULT SCHOOL

1056 North Bush Street
Ukiah, CA 95482
Telephone: (707) 463-5217
Internet: www.pacific.net/~ukiahad

LICENSED VOCATIONAL NURSE

Occupation Profiled: Licensed Vocational Nurse

Available Services

Child Care (Not free)

- Average time to complete program
- Open entry, Open exit
- Received upon completion

54 Weeks
No
Certificate of Completion and
Eligibility to take National Council
Licensure Examination for
Vocational Nurses